

**CALIFORNIA ASSOCIATION FOR PARK AND RECREATION INDEMNITY  
BOARD OF DIRECTORS MEETING**

**AGENDA**

**Thursday, August 23, 2018**

**9:00 a.m.**

**6341 Auburn Blvd., Suite A  
Citrus Heights, CA 95621  
(916) 722-5550**

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**1. CALL TO ORDER**

**2. INTRODUCTIONS**

**3. PUBLIC COMMENTS**

This time is reserved for members of the public to address the Board relative to matters of the CAPRI not on the agenda. No action may be taken on non-agenda items unless authorized by law.

**4. CLOSED SESSION CLAIMS**

Pursuant to Government Code Section 54956.95 (a), the Board will hold a Closed Session to discuss the claims for the payment of tort liability losses, workers' compensation losses, or public liability losses incurred by the Joint Powers Authority.

**Public Employee Appointment; Public Employee Performance Evaluation.**

Also, pursuant to Government Code Section 54957 (b), the Board will hold a Closed Session to discuss the appointment, employment, and/or evaluation of performance. Consideration of the appointment, employment of a public employee - Position: Executive Director. The Board of Directors will interview and discuss evaluation of candidates. The Board of Directors may also discuss background checks. The Board will also discuss a performance evaluation of the current Administrator.

- \*A. Interviews for Executive Director Position
- \*B. Discussion of Candidate Interviews for Executive Director Position
- \*C. Selection of Executive Director/Rejection Letters
- \*D. Determination of the Level of Background Checks for Executive Director candidates
- \*E. Evaluation of Performance – Administrator
- \*F. Contract – Administrator & Executive Director

**Conference with Labor Negotiators.** Also, pursuant to Government Code section 54957.6, the Board will confer with its Labor negotiators, Board President Lindsay Woods and Vice President Dean Wetter, relating to the Executive Director position.

**5. REPORT FROM CLOSED SESSION**

Pursuant to Government Code Section 54957.1, the Board must report in open session any action taken, or lack thereof, taken in closed session.

**6. CONSENT ITEMS**

The following items are expected to be routine and non-controversial and will be acted upon by the Board at one time without discussion, unless a Board member requests that an item be removed from the consent agenda and held for discussion.

*A. Warrant Listings for the months May 2018 - July 2018	1
*B. Statement of Net Assets	5
*C. Statement of Revenue, Expense and changes in Net assets for the Period through July 2018	8
*D. LAIF Regular Monthly Statement – May 2018 through July 2018	13
*E. Approval of CAPRI Board Minutes	17
a. June 27, 2018	

**7. PULLED CONSENT ITEMS**

**8. DISCUSSION/ACTION ITEMS**

*A. Approval of CAPRI 2018/2019 Budget	22
*B. ADA Consultant/Transition Plan	35
*C. Potential Change in CAPRI Website Administrator	38
*D. 2018 CAPRI Elections of Directors At Large	40
*E. Consideration of Extension of George Hills Company Contract	42
*F. Consideration of Extension of York Contract	69
*G. Consideration of 2018/2019 WC Dividends	93
*H. Consideration of 2018/2019 Liability/Property Dividend	95
*I. List of CAPRI Services/Coverages Brochure	98
*J. Approval of the Administrator’s Employment Agreement	101
*K. Review of Conflict of Interest Code	102

**9. SPECIAL REPORTS**

CAPRI consultants will report on the following topics

- |   |            |
|---|------------|
| *A. Investment Status Reports – Public Financial Management | <b>107</b> |
| *B. Insurance Market Update – Alliant Insurance Services    | <b>147</b> |

**10. ADMINISTRATOR/STAFF REPORTS**

The Administrator and staff will report on the following topics, report on committees, district visits, and other activities.

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|--|------------|
| *A. November Board of Directors Retreat/Board Meeting Update | <b>148</b> |
| *B. CAJPA Conference Update                                  | <b>149</b> |
| *C. Update on District Visitations                           | <b>150</b> |
| *D. PARMA Conference Update                                  | <b>160</b> |
| *E. Liability Claims Summary Reports                         | <b>161</b> |
| *F. Workers' Compensation Claims Summary Reports             | <b>163</b> |
| *G. Property Claims Summary Reports                          | <b>164</b> |
| *H. CAPRI Administrator Transition Plan                      | <b>165</b> |

**11. BOARD MEMBER REPORTS**

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| *A. Personnel/Finance Committee Report | <b>167</b> |
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**12. CLOSING COMMENTS**

This time is reserved for comments by Board members and Staff and to identify matters for future Board business.

- \*A. Board
- \*B. Staff

**13. ANNOUNCEMENTS**

The next CAPRI Board of Directors meeting will be held November 5-6, 2018 at the Hilton Hotel in Anaheim, CA.

**14. ADJOURNMENT**

**California Association for Park and Recreation Indemnity  
Transactions by Account  
As of June 30, 2018**

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
<b>Bank of West - Master Register</b>								
Check	04/05/2018	9290	Target Solutions Learning, LLC.	Law Enforcement & Standard Catalogs	Loss Prevention Services		448.00	1,424,821.31
Check	04/05/2018	9291	Dimetrius Painting II, Inc.	Security Deposit	Tenant Security Deposit		1,400.00	1,422,373.31
Check	04/05/2018	9292	Bank of the West /MasterCard	P. Cabulagan - Statement 03/01/18 - 03/28/18	Bank of the West CC - Pat		156.63	1,422,816.68
Check	04/05/2018	9293	Arcade Creek Offices Park Owners' Assn	CAMS & Dep to Reserves - April 2018	CAM & Procted Reserves		713.71	1,422,102.97
Check	04/05/2018	9294	California American Water	Billing Period: Feb 22 to Mar 22, 2018	Utilities		112.65	1,421,990.32
Check	04/05/2018	9295	Coverall North America	Inv# 1100269880 (April 2018)	Building Services/Repairs		199.00	1,421,791.32
Check	04/05/2018	9296	SMUD	Acc. 1209585 Billing 02/17/18 - 03/20/18	Utilities		545.93	1,421,245.39
Check	04/05/2018	9297	Sacramento County Utilities	Acc#50002368932 Bill Cycle: 02/15/18 - 04/14/18	Utilities		111.70	1,421,133.69
Check	04/05/2018	9298	Foothill Fire & Wire	Inv# 37005 - 3 months Fire Alarm monitoring	Building Services/Repairs		174.00	1,420,959.69
Check	04/05/2018	9299	Office Depot	Three (3) invoices - see attached	Office Supplies		107.14	1,420,852.55
Check	04/05/2018	9300	US Bank Equipment Finance	Inv#35355829 Sharp MX-4141N Copier	Copier Service/Repair		274.40	1,420,578.15
Check	04/05/2018	9301	Patrick Cabulagan	VOID: Reimburse - Legist. Mitg & donuts for mtg	Travel/Meeting	0.00		1,420,578.15
Check	04/05/2018	9302	PFM Asset Management, LLC	Inv #85767 February 2018	Investment Advisors		2,257.53	1,418,320.62
Check	04/10/2018	9303	CAPRI	Funding Request - 04/10/18 (ck# 2662-2687)	California Bank & Trust		92,032.68	1,326,287.94
Deposit	04/10/2018			Deposit	Accounts Receivable	87,518.62		1,413,806.56
Check	04/11/2018	9304	California Computer Services (Corp)	Inv# 80729 1 yr Cloud backup 135GB	IT Services		960.00	1,412,846.56
Check	04/11/2018	9305	Valley-Wide Recreation and Park District	Reimburse - Personnel Com. Mtg 03/13/18	Board Meeting/Travel		540.18	1,412,306.38
Check	04/11/2018	9306	Verizon Wireless	R. Richards - Inv # 9804544496 Apr 02 - May 01	Telephone		87.18	1,412,219.20
Check	04/11/2018	9307	Gibbons & Conley	Inv #18March 861	Legal Fees		2,603.50	1,409,615.70
Check	04/11/2018	9308	Gilbert Associates, Inc.	22430 Eng Inv #321339 (Mar 2018)	Financial Accounting		3,072.00	1,406,543.70
Check	04/11/2018	9309	James Marta & Company	Audit for 7/1/16 - 6/30/17 - Inv#11493	Financial Audit		3,000.00	1,403,543.70
Check	04/11/2018	9310	York Risk Services Group, Inc	WC Funding Request: 03/16/18-03/31/18	Worker's Compensation Claims		30,366.26	1,373,177.44
Check	04/11/2018	9311	Bank of the West /MasterCard	VOID: R. Richards - Statement 03/01/18 - 03/28/18	Bank of the West CC - Richards	0.00		1,373,177.44
Check	04/11/2018	9312	York Risk Services Group, Inc	WC Claims Admin: 04/01/18 - 04/30/18	Claims Management		17,061.92	1,356,115.52
Check	04/11/2018	9313	Bank of the West /MasterCard	R. Richards - Statement 03/01/18 - 03/28/18	Bank of the West CC - Richards		284.25	1,355,831.27
Liability Check	04/12/2018		QuickBooks Payroll Service	Created by Payroll Service on 04/10/2018	Payroll		10,343.69	1,345,487.58
Liability Check	04/13/2018	9314	Bank of America	HSA Act+4593227804	Medical		75.00	1,345,412.58
Liability Check	04/13/2018	eft	CalPERS 457 Plan Administration	932-0444-4	PERS Contribution		40.00	1,345,372.58
Liability Check	04/13/2018	eft	Employment Development Department		Payroll Liabilities		607.64	1,344,764.94
Liability Check	04/13/2018	eft	PERS		PERS Contribution		2,247.56	1,342,517.38
Liability Check	04/13/2018	eft	United States Treasury	68-0084481	Payroll Liabilities		1,887.28	1,340,630.10
Check	04/19/2018	9315	Colin Miller	Reimburse Board Mtg 11/13-11/14/18	Board Meeting/Travel		391.18	1,340,238.92
Check	04/20/2018	9316	Consolidated Communications	Acc#916-722-5550/0 04/15/18 - 05/14/18	Telephone		441.71	1,339,797.21
Check	04/20/2018	9317	George Hills Company	Inv#1013214 - Billing Services (Mar 2018)	Claims Management		11,866.11	1,327,931.10
Check	04/20/2018	9318	Rick Richards	Reimburse - District visit travel (04/12-4/14/18)	District Visitation		180.50	1,327,750.60
Check	04/20/2018	9319	Kaiser Permanente	May 2018 -Healthcare premium	Medical		579.84	1,327,170.76
Check	04/20/2018	9320	Express Office Products	Inv# 133933 - Paper, first aid kit	Office Supplies		87.59	1,327,083.17
Check	04/20/2018	9321	York Risk Services Group, Inc	WC Funding Request: 04/01/18 - 04/15/18	Worker's Compensation Claims		112,801.24	1,214,281.93
Deposit	04/24/2018			Deposit	Accounts Receivable	374,346.04		1,588,627.97
Check	04/26/2018	9322	Union Bank of California	Acc# 6736304980 - March 2018	Bank Service Charges		845.00	1,587,782.97
Check	04/26/2018	9323	Reliance Standard Life Insurance	Bill Period: May 2018 Case#9-06015-0001	Life Insurance		122.00	1,587,660.97
Check	04/26/2018	9324	US Bank Equipment Finance	Inv#35355829 & Inv#355634866	Copier Service/Repair		548.80	1,587,112.17
Check	04/26/2018	9325	Kaiser Foundation Health Plan	Policy # 1114819374 05/01/18 - 05/31/18	Medical		1,161.49	1,585,950.68
Deposit	04/26/2018			Deposit	Accounts Receivable	316,548.25		1,902,498.93
Liability Check	04/27/2018		QuickBooks Payroll Service	Created by Payroll Service on 04/25/2018	Payroll		10,411.81	1,892,087.12
Liability Check	04/30/2018	9327	Bank of America	HSA Act+4593227804	Medical		75.00	1,892,012.12

# California Association for Park and Recreation Indemnity Transactions by Account As of June 30, 2018

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Liability Check	04/30/2018	EFT	CalPERS 457 Plan Administration		PERS Contribution		40.00	1,891,972.12
Liability Check	04/30/2018	EFT	Employment Development Department	932-0444-4	Payroll Liabilities		608.57	1,891,363.55
Liability Check	04/30/2018	EFT	PERS		PERS Contribution		2,258.36	1,889,105.19
Liability Check	04/30/2018	EFT	United States Treasury	68-0084481	Payroll Liabilities		1,898.72	1,887,206.47
Check	05/01/2018	9326	York Risk Services Group, Inc	WC Funding Request : 04/16/18 - 04/30/18	Workers' Compensation Claims		143,935.33	1,743,271.14
Transfer	05/01/2018			Funds Transfer	LAIF - 35-34-007		250,000.00	1,493,271.14
Transfer	05/01/2018			Funds Transfer	Bank of the West - MM		250,000.00	1,243,271.14
Check	05/03/2018	9328	CAPRI	Funding Request - 05/02/18 (ck# 2713-2715)	California Bank & Trust		78,560.12	1,164,711.02
Check	05/03/2018	9329	Coverall North America	Inv# 1100270841 (May 2018)	Building Services/Repairs		199.00	1,164,512.02
Check	05/03/2018	9330	Colin Miller	Reimburse Personnel Com. Mtg 03/13/18	Board Meeting/Travel		59.26	1,164,452.76
Check	05/03/2018	9331	Bickmore Risk Services & Consulting	Inv#BRS-0016739 Actuarial Review	Actuarial Services		6,200.00	1,158,252.76
Check	05/03/2018	9332	George Hills Company	Inv#1013063 - Billing Services (Feb 2018)	Claims Management		10,189.66	1,148,063.10
Check	05/03/2018	9333	PFM Asset Management, LLC	Inv #86675 March 2018	Investment Advisors		2,499.80	1,145,563.30
Check	05/03/2018	9334	SMUD	Acct. 1209585 Billing 03/21/18 - 04/18/18	Utilities		283.18	1,145,280.12
Check	05/03/2018	9335	California American Water	Billing Period: Mar 23 to Apr 23, 2018	Utilities		115.70	1,145,164.42
General Journal	05/03/2018	0319R	Colin Miller	Reverse of GJE 0319 -- For CHK 9035 voided on ( Board Meeting/Travel		391.18		1,145,555.60
General Journal	05/03/2018	0320R	Colin Miller	Reverse of GJE 0320 -- For CHK 9210 voided on ( Board Meeting/Travel		59.26		1,145,614.86
General Journal	05/03/2018	0321R	Colin Miller	Reverse of GJE 0321 -- For CHK 9217 voided on ( Board Meeting/Travel		391.18		1,146,006.04
Check	05/04/2018	9336	Bank of the West / MasterCard	VOID: P. Cabulagan - Statement 03/29/18 - 04/28/18	Bank of the West CC - Pat		0.00	1,146,006.04
Check	05/04/2018	9337	Bank of the West / MasterCard	P. Cabulagan - Statement 03/29/18 - 04/28/18	Bank of the West CC - Pat		293.23	1,145,712.81
Deposit	05/04/2018			Deposit	Accounts Receivable	183,117.56		1,328,830.37
Liability Check	05/14/2018		QuickBooks Payroll Service	Created by Payroll Service on 05/11/2018	Payroll		10,411.80	1,318,418.57
Check	05/15/2018	9338	Office Depot	Inv#132784332001 - supplies	Office Supplies		48.97	1,318,369.60
Check	05/15/2018	9339	Costco Membership	Member# 000111809178804	Office Supplies		180.00	1,318,189.60
Check	05/15/2018	9340	Gibbons & Conley	Inv #18April 894	Legal Fees		1,230.00	1,316,959.60
Check	05/15/2018	9341	Verizon Wireless	R. Richards - Inv # 9806392299 May 02- Jun 01	Telephone		87.18	1,316,872.42
Check	05/15/2018	9342	Gilbert Associates, Inc.	22430 Eng Inv #322111 (Apr 2018)	Financial Accounting		3,514.82	1,313,357.60
Check	05/15/2018	9343	Smile Business Products	Inv#614682 - Billing 04/14/18 - 05/13/18	Copier Service/Repair		194.13	1,313,163.47
Check	05/15/2018	9344	George Hills Company	Inv#1013351 - Billing Services (Apr 2018)	Claims Management		11,435.14	1,301,728.33
Liability Check	05/15/2018	9362	Bank of America	HSA Acct 4593227804	Medical		75.00	1,301,653.33
Liability Check	05/15/2018	eft	CalPERS 457 Plan Administration		PERS Contribution		40.00	1,301,613.33
Liability Check	05/15/2018	eft	Employment Development Department		Payroll Liabilities		608.57	1,301,004.76
Liability Check	05/15/2018	eft	PERS		PERS Contribution		2,258.36	1,298,746.40
Liability Check	05/15/2018	eft	United States Treasury	68-0084481	Payroll Liabilities		1,898.74	1,296,847.66
Deposit	05/15/2018			Deposit	Accounts Receivable	521,422.25		1,818,269.91
Check	05/23/2018	9345	York Risk Services Group, Inc	WC Funding Request : 05/01/18 - 05/15/18	Workers' Compensation Claims		110,108.00	1,708,161.91
Check	05/25/2018	9346	SMUD	Acct. 1209585 Billing 04/19/18 - 05/17/18	Utilities		220.67	1,707,941.24
Check	05/25/2018	9347	Kaiser Permanente	June 2018 - Healthcare premium	Medical		579.84	1,707,361.40
Check	05/25/2018	9348	All Star Printing	Inv#73958 Conference program	Printing and Reproduction		698.22	1,706,663.18
Check	05/25/2018	9349	Smile Business Products	Inv#618172 - Billing 05/14/18 - 06/13/18	Copier Service/Repair		194.13	1,706,469.05
Check	05/25/2018	9350	Kaiser Foundation Health Plan	Policy # 1114819374 06/01/18 - 06/30/18	Medical		1,161.49	1,705,307.56
Check	05/25/2018	9351	Consolidated Communications	Acc#6916-722-55500 05/15/18 - 06/14/18	Telephone		441.29	1,704,866.27
Check	05/25/2018	9352	Sacramento County Utilities	Acc#50002368932 Bill Cycle: 04/15/18 - 06/14/18	Utilities		111.70	1,704,754.57
Check	05/25/2018	9353	PFM Asset Management, LLC	Inv #87617 April 2018	Investment Advisors		2,420.68	1,702,333.89
Check	05/25/2018	9354	Reliance Standard Life Insurance	Bill P. Period: June 2018 Case#9-06015-0001	Life Insurance		122.00	1,702,211.89
Check	05/29/2018	9355	All in One Services	VOID: Invoice #242 - clean side wall	Building Repair	0.00		1,702,211.89
Check	05/29/2018	9356	Union Bank of California	Acc# 6736304980 - April 2018	Bank Service Charges		866.00	1,701,345.89

California Association for Park and Recreation Indemnity  
Transactions by Account  
As of June 30, 2018

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Check	05/29/2018	9357	City of Citrus Heights	Invoice# 46769 - Renew Alarm Permit	Miscellaneous		15.00	1,701,330.89
Check	05/29/2018	9358	All in One Services	Invoice #242 - Clean side of building	Building Repair		125.00	1,701,205.89
Deposit	05/29/2018			Deposit	Accounts Receivable	10,983.50		1,712,189.39
Liability Check	05/30/2018		QuickBooks Payroll Service	Created by Payroll Service on 05/24/2018	Payroll		10,575.75	1,701,613.64
Liability Check	06/04/2018	eft	CalPERS 457 Plan Administration		PERS Contribution		40.00	1,701,573.64
Liability Check	06/04/2018	eft	Employment Development Department		Payroll Liabilities		611.92	1,700,961.72
Liability Check	06/04/2018	eft	PERS		Payroll Liabilities		2,284.30	1,698,677.42
Liability Check	06/04/2018	eft	United States Treasury		PERS Contribution		1,924.62	1,696,752.80
Check	06/06/2018	9360	York Risk Services Group, Inc	WC Funding Request : 05/16/18 - 05/31/18	Workers' Compensation Claims		91,730.45	1,605,022.35
Check	06/06/2018	9359	Void		Void	0.00		1,605,022.35
Check	06/12/2018	9361	York Risk Services Group, Inc	WC Special Funding; Gallagher-DOL 02/10/17 (Me Workers' Compensation Claims	Workers' Compensation Claims		19,782.86	1,585,239.49
Liability Check	06/13/2018	9363	Bank of America	HSA Acct 4593227804	Medical		75.00	1,585,164.49
Check	06/13/2018	9364	The HR Edge	Recruiting - Executive Director	Miscellaneous		550.00	1,584,614.49
Check	06/13/2018	9365	George Hills Company	Inv# 1013539 - Billing Services (May 2018)	Claims Management		11,238.78	1,573,375.71
Check	06/13/2018	9366	Bertha Pearson	Reimburse - Board Mtg 05/30/18	Travel/Meeting		126.16	1,573,249.55
Check	06/13/2018	9367	Hesperia Recreation and Park District	CAPRI BOD Mtg & CARPD Conf.	Board Meeting/Travel		1,323.29	1,571,926.26
Liability Check	06/14/2018		QuickBooks Payroll Service	Created by Payroll Service on 06/12/2018	Payroll		10,812.77	1,561,113.49
Check	06/14/2018	9368	Verizon Wirelless	R. Richards - Inv # 9808247854 June 02- Jul 01	Telephone		87.18	1,561,026.31
Check	06/14/2018	9369	Gilbert Associates, Inc.	22430 Eng Inv #322308 (May 2018)	Financial Accounting		2,047.82	1,558,978.49
Check	06/14/2018	9370	Bank of the West /MasterCard	P. Cabulagan - Statement 04/29/18 - 05/28/18	Bank of the West CC - Pat		3,118.12	1,555,860.37
Check	06/14/2018	9371	York Risk Services Group, Inc	WC Claims Administration; 06/01/18 - 06/30/18	Claims Management		17,061.92	1,538,798.45
Check	06/14/2018	9372	Carlee M Ethridge	Reimburse - CARPD conference	Board Meeting/Travel		134.51	1,538,663.94
Check	06/14/2018	9373	Coverall North America	Inv# 1100271800 (June 2018)	Building Services/Repairs		199.00	1,538,464.94
Check	06/14/2018	9374	California American Water	Billing Period: Apr 24 to May 22, 2018	Utilities		112.32	1,538,352.62
Check	06/14/2018	9375	Purchase Power	Equipment & Services (May 2018)	Postage and Delivery		352.01	1,538,000.61
Check	06/14/2018	9376	Rick Richards	Reimburse - Reimburse - CAPRI & CARPD BOD Mtgs	Miscellaneous		103.88	1,537,896.73
Check	06/14/2018	9377	Patrick Cabulagan	Reimburse - CAPRI & CARPD BOD Mtgs	Travel/Meeting		111.82	1,537,784.91
Check	06/14/2018	9378	US Bank Equipment Finance	Inv#357935600 Sharp MX-4141N Copier	Copier Service/Repair		274.40	1,537,510.51
Check	06/14/2018	9379	Office Depot	Inv# 138575258001 - supplies	Office Supplies		39.03	1,537,471.48
Deposit	06/14/2018			Deposit	Accounts Receivable	12,889.76		1,550,361.24
Liability Check	06/15/2018	9380	Bank of America	HSA Acct 4593227804	Medical		75.00	1,550,286.24
Liability Check	06/15/2018	eft	CalPERS 457 Plan Administration		PERS Contribution		40.00	1,550,246.24
Liability Check	06/15/2018	eft	Employment Development Department		Payroll Liabilities		620.94	1,549,625.30
Liability Check	06/15/2018	eft	PERS		PERS Contribution		2,328.64	1,547,296.66
Liability Check	06/15/2018	eft	United States Treasury		Payroll Liabilities		1,965.38	1,545,331.28
Check	06/19/2018	9381	York Risk Services Group, Inc	WC Funding Request; 06/01/18 - 06/15/18	Workers' Compensation Claims		118,671.31	1,426,659.97
Check	06/20/2018	9382	River City Fire Equipment Co., Inc.	Inv# 112564 New Fire Extinguisher (tenant)	Building Services/Repairs		65.76	1,426,594.21
General Journal	06/27/2018	376R	Colin Miller	Reverse of GJE 376 -- For CHK 9035 voided on 06/25/2018	Board Meeting/Travel	391.18		1,426,985.39
General Journal	06/27/2018	377R	Colin Miller	Reverse of GJE 377 -- For CHK 9210 voided on 06/25/2018	Board Meeting/Travel	59.26		1,427,044.65
General Journal	06/27/2018	378R	Colin Miller	Reverse of GJE 378 -- For CHK 9217 voided on 06/25/2018	Board Meeting/Travel	391.18		1,427,435.83
Liability Check	06/28/2018		QuickBooks Payroll Service	Created by Payroll Service on 06/25/2018	Payroll		10,343.68	1,417,092.15
Liability Check	06/29/2018	9384	Bank of America	HSA Acct 4593227804	Medical		75.00	1,417,017.15
Liability Check	06/29/2018	eft	CalPERS 457 Plan Administration		PERS Contribution		40.00	1,416,977.15
Liability Check	06/29/2018	eft	Employment Development Department		Payroll Liabilities		607.64	1,416,369.51
Liability Check	06/29/2018	eft	PERS		PERS Contribution		2,247.56	1,414,121.95
Liability Check	06/29/2018	eft	United States Treasury		PERS Contribution		1,887.30	1,412,234.65
Check	06/29/2018	9383	Keys Plus Antelope	Upgrade hardware - State law compliance	Miscellaneous		1,888.20	1,410,346.45

**California Association for Park and Recreation Indemnity  
Transactions by Account  
As of June 30, 2018**

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance	
Check	06/29/2018	9385	California American Water	Billing Period: May 23 to Jun 21, 2018	Utilities		116.08	1,410,230.37	
Check	06/29/2018	9386	All in One Services	Invoice #249 - Cleaning & upgrades	Building Repair		1,605.00	1,408,625.37	
Check	06/29/2018	9387	Gibbons & Conley	Inv #18/May 927	Legal Fees		4,735.50	1,403,889.87	
Check	06/29/2018	9388	Union Bank of California	Acct# 6736304980 - May 2018	Bank Service Charges		990.00	1,402,899.87	
Check	06/29/2018	9389	PFM Asset Management, LLC	Inv #89121 May 2018	Investment Advisors		2,582.62	1,400,317.25	
Check	06/29/2018	9390	Consolidated Communications	Acct#916-722-5550/0 06/15/18 - 07/14/18	Telephone		441.29	1,399,875.96	
Check	06/29/2018	9391	Smile Business Products	Inv#631579 - Billing 06/14/18 - 07/13/18	Copier Service/Repair		194.13	1,399,681.83	
Check	06/29/2018	9392	Reliance Standard Life Insurance	Bill Period: July 2018 Case#9-06015-0001	Life Insurance		122.00	1,399,559.83	
Check	06/29/2018	9393	Foothill Fire & Wire	Inv# 37976 -3 months Fire Alarm monitoring	Building Services/Repairs		174.00	1,399,385.83	
Check	06/29/2018	9394	US Bank Equipment Finance	Inv#360132641 Sharp MX-4141N Copier	Copier Service/Repair		277.14	1,399,108.69	
Check	06/29/2018	9395	SMUD	Acct. 1209585 Billing 05/18/18 - 06/18/18	Utilities		256.26	1,398,852.43	
Check	06/29/2018	9396	CPRS	Member Renewal 2018-2019	Professional Dues		95.00	1,398,757.43	
Check	06/29/2018	9406	Arcade Creek Office Park Owners' Assn	CAMS & Dep to Reserves - May & June 2018	CAM & Procted Reserves		1,427.42	1,397,330.01	
Check	06/29/2018	9407	York Risk Services Group, Inc	WC Claims Administration - 03/01/18 - 03/31/18	Claims Management		17,061.92	1,380,268.09	
Check	06/29/2018	9408	York Risk Services Group, Inc	WC Claims Administration - 05/01/18 - 05/31/18	Claims Management		17,061.92	1,363,206.17	
Check	06/29/2018	9421	George Hills Company	Inv#1013657 - Billing Services (June 2018)	Claims Management		9,928.00	1,353,278.17	
Check	06/29/2018	9422	Pitney Bowes, Inc.		Postage and Delivery		604.20	1,352,673.97	
Check	06/29/2018	9424	Purchase Power		Postage and Delivery		222.19	1,352,451.78	
Check	06/29/2018	9423	Void	Meter refills - Statement Date 06/22/18	Void	0.00		1,352,451.78	
Check	06/30/2018	9430	Mission Oaks Recreation and Park District	Paid Inv#3873 Twice	Accounts Receivable		10,883.50	1,341,568.28	
Check	06/30/2018	9431	Gibbons & Conley	Inv #18,June953	Legal Fees		1,291.50	1,340,276.78	
Check	06/30/2018	9432	Union Bank of California	Acct# 6736304980 - June 2018	Bank Service Charges		867.00	1,339,409.78	
<b>TOTAL</b>							<b>1,508,509.22</b>	<b>1,593,920.75</b>	<b>1,339,409.78</b>

**California Association for Park and Recreation Indemnity**  
**Statement of Net Position - DRAFT**  
**As of June 30, 2018 and June 30, 2017**

	<b>June 30, '18</b>	<b>June 30, '17</b>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
Bank of West - Master Register	\$ 1,339,409.78	\$ 896,316.42
Bank of the West - MM	510,243.03	459,978.36
<b>Claims Trust Accounts</b>		
Umpqua Bank - Workers' Comp	135,671.29	75,983.06
California Bank & Trust - Liability	30,188.43	16,598.80
LAIF	678,650.00	624,496.38
<b>Total Checking/Savings</b>	2,694,162.53	2,073,373.02
Accounts Receivable	7,539.39	29.99
<b>Other Current Assets</b>		
<b>Investment Account</b>		
PFM Investment Account	19,904,808.24	19,826,073.28
Union Bank	181,814.59	263,052.70
<b>Total PFM - Investment Account</b>	20,086,622.83	20,089,125.98
Prepaid Payroll Taxes	-	1,197.83
Due from Members Year-end WC	-	213,048.00
Due from Employee	168.10	168.10
Interest Receivable	103,871.79	97,859.12
Recovery Receivable	261,702.08	204,172.56
Undeposited Funds	26,320.50	-
<b>Total Other Current Assets</b>	20,478,685.30	20,605,571.59
<b>Total Current Assets</b>	\$ 23,180,387.22	\$ 22,678,974.60
<b>Capital Assets</b>		
<b>Capital Assets</b>		
Suite B	13,815.33	13,815.33
Building Improvements	78,617.32	78,617.32
Building	99,955.00	99,955.00
Land	140,000.00	140,000.00
Computer Hardware/Software	34,901.30	34,901.30
Furniture & Equipment	51,092.10	51,092.10
Accumulated Depreciation	(257,220.51)	(248,387.37)
<b>Total Capital Assets</b>	161,160.54	169,993.68
<b>Total Fixed Assets</b>	161,160.54	169,993.68
<b>Other Assets</b>		
<b>DEFERRED OUTFLOWS - PENSION</b>	\$ 212,538.00	\$ 193,749.00
<b>TOTAL ASSETS</b>	\$ 23,554,085.76	\$ 23,042,717.28



**California Association for Park and Recreation Indemnity**  
**Statement of Net Position - DRAFT**  
**As of June 30, 2018 and June 30, 2017**

	June 30, '18	June 30, '17
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Credit Cards</b>		
Bank of the West / MC - Richards	\$ 158.22	\$ 543.01
Bank of the West / MC - Pat	1,549.48	-
<b>Total Credit Cards</b>	1,707.70	543.01
<b>Other Current Liabilities</b>		
Due to Members Year-end WC Premium	-	142,453.00
Dividend Payable to Members	-	-
<b>Claims Payable</b>		
Liability Claim Reserves	\$ 2,203,908.00	\$ 2,030,250.00
Property Claims Reserves	175,157.00	6,812.00
W/C Claim Reserves	6,153,614.00	6,995,514.00
<b>Total Claims Payable</b>	8,532,679.00	9,032,576.00
Tenant Security Deposit	-	1,400.00
Accrued Expenses	27,389.87	32,065.03
Accounts Payable	14,630.25	-
Payroll Tax liability	-	-
<b>Total Other Current Liabilities</b>	8,574,699.12	9,208,494.03
<b>Total Current Liabilities</b>	8,576,406.82	9,209,037.04
<b>Long Term Liabilities</b>		
Deferred Inflows - Pension	49,737.00	84,305.00
Net Pension Liability	\$ 700,126.00	\$ 624,704.00
<b>IBNR</b>		
IBNR Reserves - Liability	1,609,825.00	1,407,127.00
IBNR Reserves - Property	195,672.00	-
IBNR Reserves - Workers Comp	5,413,391.00	5,111,243.00
<b>Total IBNR</b>	7,218,888.00	6,518,370.00
<b>ULAE</b>		
ULAE - Liability	164,000.00	157,000.00
ULAE - Property	43,000.00	39,000.00
ULAE - Workers' Compensation	554,000.00	576,000.00
<b>Total ULAE</b>	761,000.00	772,000.00
<b>Total Long Term Liabilities</b>	8,729,751.00	7,999,379.00
<b>Total Liabilities</b>	17,306,157.82	17,208,416.04

**California Association for Park and Recreation Indemnity**  
**Statement of Net Position - DRAFT**  
**As of June 30, 2018 and June 30, 2017**

	<u>June 30, '18</u>	<u>June 30, '17</u>
<b>NET POSITION</b>		
<b>Invested in Capital Assets</b>	165,005.70	169,993.68
<b>Unrestricted Net Assets</b>	5,669,295.54	4,972,278.48
<b>Net Income</b>	413,626.70	692,029.08
<b>Total Net Position</b>	<u>\$ 6,247,927.94</u>	<u>\$ 5,834,301.24</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<u><b>\$ 23,554,085.76</b></u>	<u><b>\$ 23,042,717.28</b></u>

**California Association for Park and Recreation Indemnity**  
**Statement of Revenue, Expenses, and Change in Net Position - DRAFT**  
**For the Quarter and Year to Date Ended June 30, 2018 and June 30, 2017**

	<u>Apr '18 - Jun '18</u>	<u>Jul '17 - Jun '18</u>	<u>Jul '16 - Jun '17</u>
<b>Ordinary Revenue</b>			
Revenue			
Member Contributions	\$ 1,322,271.00	\$ 8,990,203.95	\$ 8,295,817.90
Rental Income	\$ 700.00	\$ 13,300.00	\$ 12,600.00
Workers' Comp Final PR Adjustment	-	-	280,641.31
Bank/LAIF Interest	2,923.15	5,796.54	3,304.60
Managed Portfolio	100,302.60	372,524.14	310,239.37
CARPD - Quarterly Services	33,000.00	66,000.00	64,000.00
Miscellaneous Income	10.00	695.00	3,023.33
<b>Total Operating Revenue</b>	<u>1,459,206.75</u>	<u>9,448,519.63</u>	<u>8,969,626.51</u>
<b>Operating Expenses</b>			
General and Administrative Expenses			
CARPD Expenses	(786.01)	1,078.99	748.84
Administration-CAPRI Office			
Bank Service Charges	4,040.31	13,366.62	12,006.18
Building Services/Repairs	1,010.76	4,727.52	4,581.95
Common Area Maintenance	2,141.13	7,489.32	6,629.16
Copier Service / Repair	1,957.13	5,955.92	5,705.29
Depreciation Expense	1,351.17	8,833.14	9,583.96
District Visitations	180.50	3,242.92	5,742.64
Insurance - Capri	-	-	-
Miscellaneous	5,157.08	6,855.42	8,567.61
Office Expense	1,546.16	3,454.73	4,054.93
Other	42.00	214.50	-
Part-Time Services	32.00	32.00	-
Postage and Delivery	1,413.53	3,905.71	3,874.72
Printing and Reproduction	698.22	2,142.07	4,100.84
Professional Dues	165.00	860.00	-
Project Reserve	-	1,075.20	1,935.36
Safety Meetings/Workshops	320.01	1,903.79	1,860.03
Salaries & Benefits	119,332.81	453,028.33	430,455.08
Telephone	1,585.83	6,563.43	6,519.18
Travel/Meeting	1,230.53	13,279.80	15,152.94
Utilities	2,077.08	6,819.48	5,802.01
<b>Total Administration-CAPRI Office</b>	<u>144,281.25</u>	<u>543,749.90</u>	<u>526,571.88</u>
Board Meeting/Travel	1,397.80	35,403.04	24,019.32
Consulting Services			
Actuarial Services	6,200.00	8,450.00	9,700.00
Claims Management	122,905.37	360,269.33	288,768.51
Financial Accounting	8,634.64	43,575.70	53,724.07
Financial Audit	3,000.00	15,930.00	18,000.00
Investment Advisors	9,760.63	27,092.68	29,964.46
IT Services	960.00	5,670.80	5,567.87
Legal Fees	9,860.50	29,786.82	19,115.33
Loss Prevention Services	448.00	448.00	-
<b>Total Consulting Services</b>	<u>161,769.14</u>	<u>491,223.33</u>	<u>424,840.24</u>
<b>Total General and Administrative Expenses</b>	<u>306,662.18</u>	<u>1,071,455.26</u>	<u>976,180.28</u>

**California Association for Park and Recreation Indemnity**  
**Statement of Revenue, Expenses, and Change in Net Position - DRAFT**  
**For the Quarter and Year to Date Ended June 30, 2018 and June 30, 2017**

	<u>Apr '18 - Jun '18</u>	<u>Jul '17 - Jun '18</u>	<u>Jul '16 - Jun '17</u>
<b>Insurance Expenses</b>			
Workers' Compensation	202,441.00	813,723.00	778,890.00
Combined GL/AL Excess	102,427.25	409,709.00	362,497.00
Other Premiums -WC	-	55,481.28	58,905.18
Property Coverage	269,603.61	1,081,012.81	1,021,796.12
Crime Policy	4,921.75	19,687.00	19,801.00
Broker Fees	26,250.00	110,627.00	105,000.00
<b>Total Insurance Expenses</b>	<u>605,643.61</u>	<u>2,490,240.09</u>	<u>2,346,889.30</u>
<b>Claims Expenses</b>			
Workers' Compensation Claims	551,948.84	2,643,110.42	2,733,742.26
Liability Claim Payments	131,785.53	1,196,185.09	1,051,575.41
Property Claims	(11,224.06)	816,306.22	1,192,347.60
<b>Recovery from Prior Year</b>			
Change in Reserves	466,048.00	(499,897.00)	(773,722.00)
Changes in IBNR	5,356.00	700,518.00	94,084.00
Change in ULAE	-	(11,000.00)	45,000.00
<b>Total Claims Expenses</b>	<u>1,143,914.31</u>	<u>4,845,222.73</u>	<u>4,343,027.27</u>
<b>Dividends</b>	-	255,351.98	299,999.98
<b>Contingency - Building Repairs</b>			
Building Repairs	1,730.00	2,230.00	1,750.00
<b>Total Contingency</b>	<u>1,730.00</u>	<u>2,230.00</u>	<u>1,750.00</u>
<b>Total Expenses</b>	<u>2,057,950.10</u>	<u>8,664,500.06</u>	<u>7,967,846.83</u>
<b>Net Operating Revenue</b>	(598,743.35)	784,019.57	1,001,779.68
<b>Other Revenue (Expense)</b>			
Investment Gain/Loss	(36,729.72)	(370,392.87)	(309,750.60)
<b>Net Revenue Over (Under) Expenses</b>	<u>\$ (635,473.07)</u>	<u>\$ 413,626.70</u>	<u>\$ 692,029.08</u>
<b>Beginning Net Position</b>		5,834,301.24	5,142,272.16
<b>Ending Net Position</b>		<u>\$ 6,247,927.94</u>	<u>\$ 5,834,301.24</u>

**California Association for Park and Recreation Indemnity**  
**Statement of Revenue and Expenses Budget to Actual - Draft**  
 July through June 2018

	<u>Jul - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Revenue</b>				
Member Contributions	8,990,203.95	9,098,404.00	-108,200.05	98.81%
Bank/LAIF Interest	5,796.54	2,000.00	3,796.54	289.83%
Managed Portfolio	372,524.14	250,000.00	122,524.14	149.01%
Rental Income	13,300.00	0.00	13,300.00	100.0%
CARPD Administration	66,000.00	66,000.00	0.00	100.0%
Revenue - Other	695.00	0.00	695.00	100.0%
<b>Total Revenue</b>	<u>9,448,519.63</u>	<u>9,416,404.00</u>	<u>32,115.63</u>	<u>100.34%</u>
<b>Total Income</b>	<u>9,448,519.63</u>	<u>9,416,404.00</u>	<u>32,115.63</u>	<u>100.34%</u>
<b>Expense</b>				
<b>Operating Expenditures</b>				
Administration-CAPRI Office				
Bank Service Charges	13,366.62	12,000.00	1,366.62	111.39%
Building Services/Repairs	4,727.52	5,000.00	-272.48	94.55%
Capital Assets	0.00	10,000.00	-10,000.00	0.0%
Common Area Maintenance	7,489.32	5,990.00	1,499.32	125.03%
Copier Service/Repair	5,955.92	4,500.00	1,455.92	132.35%
Depreciation Expense	8,833.14	12,000.00	-3,166.86	73.61%
District Visitations	3,242.92	7,000.00	-3,757.08	46.33%
General Contingency	0.00	5,000.00	-5,000.00	0.0%
Insurance - CAPRI	0.00	2,200.00	-2,200.00	0.0%
Miscellaneous	6,855.42	3,000.00	3,855.42	228.51%
Office Supplies	3,454.73	8,000.00	-4,545.27	43.18%
Part-Time Services	32.00	2,500.00	-2,468.00	1.28%
Postage and Delivery	3,905.71	4,000.00	-94.29	97.64%
Printing and Reproduction	2,142.07	6,750.00	-4,607.93	31.73%
Professional Dues	860.00	2,750.00	-1,890.00	31.27%
Project Reserve	1,075.20	2,580.00	-1,504.80	41.67%
Publications	0.00	175.00	-175.00	0.0%
Other	214.50			
Salaries & Benefits				
Salaries				
Administrative Analyst	56,087.64	57,000.00	-912.36	98.4%
Adminrator	180,273.84	174,000.00	6,273.84	103.61%
Risk Manager	80,492.64	81,370.00	-877.36	98.92%
Administrative Assistant Salary	18,030.41	17,700.00	330.41	101.87%
Accrued Vacation	-4,675.16			
<b>Total Salaries</b>	<u>330,209.37</u>	<u>330,070.00</u>	<u>139.37</u>	<u>100.04%</u>
Employee Benefits				
Medical	15,722.38	39,000.00	-23,277.62	40.31%
Life Insurance	2,051.00	2,800.00	-749.00	73.25%
PERS Contributions	98,314.76	90,000.00	8,314.76	109.24%
Payroll Tax Expenses	6,730.82	5,000.00	1,730.82	134.62%
<b>Total Employee Benefits</b>	<u>122,818.96</u>	<u>136,800.00</u>	<u>-13,981.04</u>	<u>89.78%</u>
<b>Total Salaries &amp; Benefits</b>	<u>453,028.33</u>	<u>466,870.00</u>	<u>-13,841.67</u>	<u>97.04%</u>

**California Association for Park and Recreation Indemnity**  
**Statement of Revenue and Expenses Budget to Actual - Draft**  
 July through June 2018

	<u>Jul - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Safety Meetings/Workshops	1,903.79	6,500.00	-4,596.21	29.29%
Telephone	6,563.43	6,200.00	363.43	105.86%
Travel/Meeting	13,279.80	11,000.00	2,279.80	120.73%
Utilities	6,819.48	6,600.00	219.48	103.33%
<b>Total Administration-CAPRI Office</b>	<u>543,749.90</u>	<u>590,615.00</u>	<u>-46,865.10</u>	<u>92.07%</u>
Board Meeting/Travel	35,403.04	23,000.00	12,403.04	153.93%
CARPD Expenses	1,078.99	0.00	1,078.99	100.00%
<b>Consulting Services</b>				
Actuarial Services	8,450.00	10,000.00	-1,550.00	84.5%
Claims Management	360,269.33	339,743.00	20,526.33	106.04%
Financial Accounting	43,575.70	35,000.00	8,575.70	124.5%
Financial Audit	15,930.00	20,000.00	-4,070.00	79.65%
Investment Advisors	27,092.68	32,000.00	-4,907.32	84.67%
IT Services	5,670.80	3,000.00	2,670.80	189.03%
Legal Fees	29,786.82	20,000.00	9,786.82	148.93%
Loss Prevention Services	448.00	1,750.00	-1,302.00	25.6%
<b>Total Consulting Services</b>	<u>491,223.33</u>	<u>461,493.00</u>	<u>29,730.33</u>	<u>106.44%</u>
<b>Total Operating Expenditures</b>	<u>1,071,455.26</u>	<u>1,075,108.00</u>	<u>-3,652.74</u>	<u>99.66%</u>
<b>Insurance Expenditures</b>				
Crime Policy	19,687.00	26,500.00	-6,813.00	74.29%
Workers' Compensation	813,723.00	810,000.00	3,723.00	100.46%
Combined GL/AL Excess	409,709.00	410,000.00	-291.00	99.93%
Other Premiums - W/C	55,481.28	60,000.00	-4,518.72	92.47%
Property Coverage	1,081,012.81	1,080,000.00	1,012.81	100.09%
Broker Fees	110,627.00	105,000.00	5,627.00	105.36%
<b>Total Insurance Expenditures</b>	<u>2,490,240.09</u>	<u>2,491,500.00</u>	<u>-1,259.91</u>	<u>99.95%</u>
<b>Claims Expenditures</b>				
Workers' Compensation Claims	2,643,110.42	3,860,992.00	-1,217,881.58	68.46%
Property Claims	816,306.22	600,000	216,306.22	136.05%
Liability Claim Payments	1,196,185.09	1,170,000	26,185.09	102.24%
Change in IBNR	700,518.00			
Change in Reserves	-499,897.00			
Change in ULAE	-11,000.00			
<b>Total Claims Expenditures</b>	<u>4,845,222.73</u>	<u>5,630,992.00</u>	<u>-785,769.27</u>	<u>86.05%</u>
Dividends	255,351.98	0.00	255,351.98	100.0%
<b>Contingency</b>				
General	0.00	50,000.00	-50,000.00	0.0%
Building Repair	2,230.00	16,000.00	-13,770.00	13.94%
<b>Total Contingency</b>	<u>2,230.00</u>	<u>66,000.00</u>	<u>-63,770.00</u>	<u>3.38%</u>
<b>Total Expense</b>	<u>8,664,500.06</u>	<u>9,263,600.00</u>	<u>-599,099.94</u>	<u>93.53%</u>
<b>Net Ordinary Income</b>	784,019.57	152,804.00	631,215.57	513.09%
<b>Other Income/Expense</b>				
Other Income				
Investment Gain/Loss	-370,392.87			
<b>Total Other Income</b>	<u>-370,392.87</u>			
<b>Net Other Income</b>	-370,392.87	0.00	-370,392.87	100.0%

**California Association for Park and Recreation Indemnity**  
**Statement of Revenue and Expenses Budget to Actual - Draft**  
July through June 2018

	<u>Jul - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Income	<u>413,626.70</u>	<u>152,804.00</u>	<u>260,822.70</u>	<u>270.69%</u>



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND  
REMITTANCE ADVICE

Agency Name

CA ASSOC FOR PARK & REC INSUR

Account Number

35-34-007

As of 07/13/2018, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 06/30/2018.

Earnings Ratio		.00005216919081336
Interest Rate		1.90%
Dollar Day Total	\$	53,988,078.76
Quarter End Principal Balance	\$	678,650.00
Quarterly Interest Earned	\$	2,816.51



**Local Agency Investment Fund**  
**P.O. Box 942809**  
**Sacramento, CA 94209-0001**  
**(916) 653-3001**

[www.treasurer.ca.gov/pmia-laif/laif.asp](http://www.treasurer.ca.gov/pmia-laif/laif.asp)  
 August 14, 2018

CALIFORNIA ASSOCIATION FOR PARK AND RECREATION INSURANCE ADMINISTRATOR  
 6341 AUBURN BOULEVARD, SUITE A  
 CITRUS HEIGHTS, CA 95621-5203

PMIA Average Monthly Yields

**Account Number:**  
 35-34-007

Tran Type Definitions

July 2018 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
7/13/2018	7/12/2018	QRD	1578246	SYSTEM	2,816.51
7/27/2018	7/26/2018	RW	1580592	PAT CABULAGAN	-500,000.00

**Account Summary.**

Total Deposit:	2,816.51	Beginning Balance:	678,650.00
Total Withdrawal:	-500,000.00	Ending Balance:	181,466.51

**Local Agency Investment Fund**  
**P.O. Box 942809**  
**Sacramento, CA 94209-0001**  
**(916) 653-3001**

[www.treasurer.ca.gov/pmia-laif/laif.asp](http://www.treasurer.ca.gov/pmia-laif/laif.asp)  
August 14, 2018

CALIFORNIA ASSOCIATION FOR PARK AND  
RECREATION INSURANCE  
ADMINISTRATOR  
6341 AUBURN BOULEVARD, SUITE A  
CITRUS HEIGHTS, CA 95621-5203

PMIA Average Monthly Yields

**Account Number:**

35-34-007

Tran Type Definitions

June 2018 Statement

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	678,650.00
Total Withdrawal:	0.00	Ending Balance:	678,650.00

**Local Agency Investment Fund**  
**P.O. Box 942809**  
**Sacramento, CA 94209-0001**  
**(916) 653-3001**

[www.treasurer.ca.gov/pmia-laif/laif.asp](http://www.treasurer.ca.gov/pmia-laif/laif.asp)  
 August 14, 2018

CALIFORNIA ASSOCIATION FOR PARK AND RECREATION INSURANCE ADMINISTRATOR  
 6341 AUBURN BOULEVARD, SUITE A  
 CITRUS HEIGHTS, CA 95621-5203

PMIA Average Monthly Yields

**Account Number:**

35-34-007

Tran Type Definitions

May 2018 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
5/2/2018	5/1/2018	RD	1569874	PAT CABULAGAN	250,000.00

Account Summary

Total Deposit:	250,000.00	Beginning Balance:	428,650.00
Total Withdrawal:	0.00	Ending Balance:	678,650.00

**California Association for Park & Recreation Indemnity  
(CAPRI)  
Minutes of the Board of Directors**

**TELEPHONIC MEETING ON JUNE 27, 2018**

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A meeting of the Board of Directors was held on June 27, 2018 via telephone at 10:00 a.m.

**MEMBERS PRESENT:** Lindsay Woods, Hesperia Recreation & Park District  
Dean Wetter, Valley-Wide Recreation & Park District  
Stephen Fraher, Arcade Creek Recreation & Park District  
Colin Miller, Arden Park Recreation & Park District  
Jim Friedl, Conejo Recreation & Park District  
Tim Barry, Livermore Area Recreation & Park Business  
Lorena Cervantes, Bear Mountain Recreation & Park District

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Patrick Cabulagan, Administrator  
Rick Richards, Risk Manager  
Bebe Pearson, Administrative Analyst  
Byrne Conley, Gibbons & Conley  
Doug Wozniak, Alliant Insurance Services  
Brandy Ream, Gilbert & Associate

**1. CALL TO ORDER**

The June 27, 2018 Board of Directors meeting was called to order at 10:01 a.m. by Board President Lindsay Woods.

**2. INTRODUCTION/ROLE CALL**

None.

**3. PUBLIC COMMENT**

None.

**4. CONSENT ITEMS**

*Jim Friedl made a motion to approve Consent Items and to include the salary range on page 6 of the Minutes of 05/30/18 for the Executive Director position. Tim Barry seconded the motion.*

*Ayes: Lindsay Woods, Dean Wetter, Stephen Fraher, Tim Barry, Lorena Cervantes, Colin Miller and Jim Friedl*

*Nays: None*

*Abstain: None*

**5. DISCUSSION/ACTION ITEMS**

**B. 2018/2019 WC Allocation Formula**

The Board of Directors reviewed the 2018/2019 WC Allocation formula. There were no changes to the formula since last meeting.

*Stephen Fraher made a motion to approve the 2018/2019 WC Allocation Formula. Tim Barry seconded the motion.*

*Ayes: Lindsay Woods, Dean Wetter, Stephen Fraher, Tim Barry, Lorena Cervantes, Colin Miller and Jim Friedl*

*Nays: None*

*Abstain: None*

**C. 2018/2019 Liability/Property Allocation Formula**

The Board of Directors reviewed the 2018/2019 Liability/Property allocation formula. Staff advised that we are well funded, and we are above the 90% confidence level. Staff made the recommendation to lower our self-insured retention to \$750,000 from \$1,000,000 and that increase in premium is reflected in the 2018/2019 allocation formula.

*Tim Barry made a motion to approve the 2018/2019 Liability/Property Allocation Formula with the self-insured retention at \$750,000. Stephen Fraher seconded the motion.*

*Ayes: Lindsay Woods, Dean Wetter, Stephen Fraher, Tim Barry, Lorena Cervantes, Colin Miller and Jim Friedl*

*Nays: None*

*Abstain: None*

**A. 2018-2019 Draft Budget**

*Stephen Fraher made a motion to adopt the preliminary budget to begin operations for 2018/2019 fiscal year with the final budget with amendments and corrections to be presented in the August meeting. Dean Wetter seconded the motion.*

*Ayes: Lindsay Woods, Dean Wetter, Stephen Fraher, Tim Barry, Lorena Cervantes, Colin Miller and Jim Friedl*

*Nays: None*

*Abstain: None*

**D. New Member – WC Program Conejo Recreation and Park District**

The quote for Conejo to join CAPRI at the \$350,000 self-insured retention is \$69,200. Staff recommends that we charge Conejo \$3,800 for Administrative charges amounting to \$73,000 for Conejo's premium through CAPRI.

*Tim Barry made a motion to approve Conejo into the WC program at the \$350,000 SIR. Stephen Fraher seconded the motion.*

*Ayes: Lindsay Woods, Dean Wetter, Stephen Fraher, Tim Barry, Lorena Cervantes, Colin Miller and Jim Friedl*

*Nays: None*

*Abstain: None*

**E. Executive Director Candidate Search**

President Lindsay Woods advised the Board that the search is underway for the new Executive Director position. The Personnel Sub-committee will start looking at the pool of candidates/applications beginning on June 29, 2018.

**F. Executive Director Interview Protocol**

The Board looked at the various options regarding the Executive Director Interview protocol. The Board decided that they would have the Personnel Sub-Committee reviewed the applications that have been screened by HR Edge and narrow down the candidates to be interviewed to 6-10 candidates. The Personnel Sub-Committee would conduct the interviews and narrow the candidates down to 2-3 for the Board of Directors to interview and make the selection at our August Board of Directors meeting.

*Jim Friedl made a motion to approve option #2, the personnel/Finance sub-committee will review the applications screened by HR Edge and determine the candidates to be interviewed (6-10 candidates.) The personnel/finance sub-committee would conduct the interviews and narrow the candidates to 2-3. The Board of Directors would then interview the final candidates and make the selection for the new Executive Director at the August meeting. Stephen Fraher seconded the motion.*

*Ayes: Lindsay Woods, Dean Wetter, Stephen Fraher, Tim Barry, Lorena Cervantes, Colin Miller and Jim Friedl*

*Nays: None*

*Abstain: None*

**G. Board of Directors Meeting Conflict**

A number of Board members had a conflict for the August 15, 2018 Board meeting date. The Board of Directors rescheduled the next board meeting for August 23, 2018.

*Dean Wetter made a motion to reschedule the next board meeting to August 23, 2018 at 9 a.m. Colin Miller seconded the motion.*

*Ayes: Lindsay Woods, Dean Wetter, Stephen Fraher, Tim Barry, Lorena Cervantes, Colin Miller and Jim Friedl*

*Nays: None*

*Abstain: None*

## **6. ADMINISTRATOR/STAFF REPORTS**

### **A. Tenant/Vacancy Next Door**

Staff advised the Board that our tenants who were on a month to month lease have moved out from our space next door. Lindsay Woods suggested to reach out to our real estate agent to see how the market is doing and to bring that information back for a future meeting.

### **B. November 4-6, 2018 Board Retreat/Meeting Update**

Board President, Lindsay Woods recommended a preliminary schedule of topics/discussions for the August meeting. Pat to help develop goals/objectives with new administrator.

### **C. CAJPA Conference**

Staff updated the Board on the upcoming CAJPA conference. The Board of Directors had no additional comments or questions on these reports.

## **7. BOARD MEMBER REPORTS**

### **A. Personnel/Finance Committee Report**

Lindsay Woods will be contacting other committee members to schedule the next meeting.

## **8. CLOSING COMMENTS**

### **A. Board**

Tim Barry wanted to thank everyone for the opportunity to serve on the CAPRI Board of Directors. Lorena Cervantes also thanked everyone for the appointment and opportunity to serve on the Board of Directors.

### **B. Staff**

*Nothing to report.*

**9. ANNOUNCEMENTS**

The next CAPRI Board of Director's meeting will be held on August 23, 2018 at 9:00a.m. at the CAPRI office located in Citrus Heights, CA.

**10. ADJOURNMENT**

The meeting adjourned at 11:02 a.m.

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Stephen Fraher, Board of Directors Secretary



**Agenda Item 8.A**

**DISCUSSION/ACTION ITEMS**

**SUBJECT: Approval of CAPRI 2018/2019 Budget**

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**BACKGROUND AND STATUS:**

Enclosed is a draft of the 2018-2019 CAPRI budget to the Board prior to the meeting. At the last meeting you approved the preliminary budget for 2018/2019 and asked that the 2018/2019 budget be brought back to the Board of Directors for final approval.

The only changes to the 2018-2019 CAPRI Budget from the last time you viewed the budget are the following:

- 1) Combined AL/GL Excess Premium changed to reflect CAPRI's move to the \$750,000 SIR.
- 2) WC Claims dropped slightly reflecting changes in payrolls from the membership

The Board of Directors asked that we show a budget comparison for the last 5 years which is enclosed. The budget has increased every year for the last 5 years which a reflection of the increases in payroll and total insured values from the member districts. WC premium increases and claims payments have been increasing every year except this year. This is the first year we have seen a decrease in the WC premiums. Liability and Property saw significant increases this year for both excess premiums and claims payments. Administrative charges have seen minimal increases over the years, although the PERS liability has added to the administrative increases the last two years.

**RECOMMENDATION**

Approve the CAPRI 2018 – 2019 budget.

**REFERENCE MATERIALS ATTACHED:**

CAPRI 2018/2019 Budget  
CAPRI Budget Comparisons

**California Association for Park and Recreation Indemnity  
Revenues and Expenses Budget Overview  
July 2018 through June 2019**

	Proposed Budget	Current Year Budget	YTD Actual	Change Between Current Year and Proposed Budget	% Increase
	Jul '18 - Jun '19	Jul '17 - Jun '18	Jul '17 - Dec '17		
<b>Ordinary Revenue/Expense</b>					
<b>Revenue</b>					
Member Contributions	\$ 9,757,702	\$ 9,164,205	4,495,114.50	\$ 593,497	6.48%
WC Final PR Adjustment					
Less: Safety Credits and Discounts	(165,000)	(165,118)		118	-0.07%
Bank/LAIF Interest	2,500	2,000	1,247.11	500	25.00%
CARPD Administration	68,000	66,000	33,000.00	2,000	3.03%
Misc. Income			14.95		
Rental Income	-	-	9,800.00	-	
Portfolio Income (PFM)	350,000	250,000	177,150.65	100,000	40.00%
<b>Total Revenue</b>	<b>10,013,202</b>	<b>9,317,087</b>	<b>4,716,327.21</b>	<b>696,115</b>	<b>7.47%</b>
<b>Expense</b>					
<b>Operating Expenses</b>					
Administration-CAPRI Office					
Salaries & Benefits					
Salaries					
Accrued Vacation					
Administrator	179,000	174,000	93,475.32	5,000	2.87%
Risk Manager	83,000	81,370	40,246.32	1,630	2.00%
Admin Analyst	58,000	57,000	27,990.00	1,000	1.75%
Admin Asst	17,600	17,700	8,636.90	(100)	-0.56%
<b>Total Salaries</b>	<b>337,600</b>	<b>330,070</b>	<b>170,348.54</b>	<b>7,530</b>	<b>2.28%</b>
Employee Benefits					
Medical	39,000	39,000	5,274.40	-	0.00%
Life Insurance	2,900	2,800	610.00	100	3.57%
PERS Contributions	92,000	90,000	60,241.70	2,000	2.22%
Payroll Tax Expenses	6,000	5,000	3,445.04	1,000	20.00%
<b>Total Employee Benefits</b>	<b>139,900</b>	<b>136,800</b>	<b>69,571.14</b>	<b>3,100</b>	<b>2.27%</b>
<b>Total Salaries &amp; Benefits</b>	<b>477,500</b>	<b>466,870</b>	<b>239,919.68</b>	<b>10,630</b>	<b>2.28%</b>
Bank Service Charges	14,000	12,000	5,134.02	2,000	16.67%
Building Services/Repairs	5,000	5,000	2,573.76	-	0.00%
Capital Assts	5,000	10,000	-	(5,000)	-50.00%
Common Area Maintenance	5,990	5,990	3,207.06	-	0.00%
Copier Service/Repair	4,500	4,500	2,399.07	-	0.00%
Depreciation	10,000	12,000	4,987.98	(2,000)	-16.67%
District Visitations	7,000	7,000	2,643.40	-	0.00%
General Contingency	5,000	5,000	-	-	0.00%
Insurance - CAPRI	2,200	2,200	-	-	0.00%
Miscellaneous	3,000	3,000	993.25	-	0.00%
Office Supplies	8,000	8,000	1,178.24	-	0.00%
Part-Time Services	2,000	2,500	-	(500)	-20.00%
Postage and Delivery	4,000	4,000	1,433.75	-	0.00%
Printing and Reproduction	6,750	6,750	1,443.85	-	0.00%
Professional Dues	2,750	2,750	695.00	-	0.00%
Project Reserve	2,580	2,580	1,075.20	-	0.00%
Publications	175	175	-	-	0.00%
Safety Meetings/Workshops	6,000	6,500	1,263.77	(500)	-7.69%
Telephone	7,000	6,200	2,873.83	800	12.90%
Travel/Meeting	11,000	11,000	10,647.83	-	0.00%
Utilities	6,600	6,600	2,964.58	-	0.00%
<b>Total Administration-CAPRI Office</b>	<b>596,045</b>	<b>590,615</b>	<b>285,434.27</b>	<b>5,430</b>	<b>0.92%</b>

**California Association for Park and Recreation Indemnity  
Revenues and Expenses Budget Overview  
July 2018 through June 2019**

	<u>Jul '18 - Jun '19</u>	<u>Jul '17 - Jun '18</u>	<u>Jul '17 - Dec '17</u>	<u>Current Year and Proposed Budget</u>	<u>% Increase</u>
Board Meeting/Travel	23,000	23,000	5,945.64	-	0.00%
Consulting Services					
Actuarial Services	10,000	10,000	2,250.00	-	0.00%
Claims Management	345,000	339,743	161,273.78	5,257	1.55%
Financial Accounting	40,000	35,000	24,333.96	5,000	14.29%
Financial Audit	22,000	20,000	1,930.00	2,000	10.00%
Investment Advisors	32,000	32,000	9,933.94	-	0.00%
IT Services	3,000	3,000	695.21	-	0.00%
Legal Fees	20,000	20,000	15,868.98	-	0.00%
Loss Prevention	1,750	1,750	-	-	0.00%
<b>Total Consulting Services</b>	<b>473,750</b>	<b>461,493</b>	<b>216,285.87</b>	<b>12,257</b>	<b>2.66%</b>
<b>Total Operating Expenses</b>	<b>1,092,795</b>	<b>1,075,108</b>	<b>507,665.78</b>	<b>17,687</b>	<b>1.65%</b>
Insurance Expenditures				-	
Workers' Compensation	770,000	810,000	404,882.00	(40,000)	-4.94%
Combined GL/AL Excess	550,000	410,000	204,854.50	140,000	34.15%
Property Coverage	1,250,000	1,080,000	541,805.58	170,000	15.74%
Crime Policy/Identity Theft	25,000	26,500	9,843.50	(1,500)	-5.66%
Other Premiums ( W/C)	60,000	60,000	55,481.28	-	0.00%
Broker Fees	110,000	105,000	58,127.00	5,000	4.76%
<b>Total Insurance Expenses</b>	<b>2,765,000</b>	<b>2,491,500</b>	<b>1,274,993.86</b>	<b>273,500</b>	<b>10.98%</b>
Claims Expenditures				-	
Claim Payments				-	
Claim Payments	5,890,302	5,531,661	3,230,947.00	358,641	6.48%
<b>Total Claim Payments</b>	<b>5,890,302</b>	<b>5,531,661</b>	<b>3,230,947.00</b>	<b>358,641</b>	<b>6.48%</b>
Contingency				-	
General	50,000	50,000	-	-	0.00%
Building Repair	16,000	16,000	500.00	-	0.00%
<b>Total Contingency</b>	<b>66,000</b>	<b>66,000</b>	<b>500.00</b>	<b>-</b>	<b>0.00%</b>
<b>Total Expense</b>	<b>9,814,097</b>	<b>9,164,269</b>	<b>5,014,106.64</b>	<b>649,828</b>	<b>7.09%</b>
<b>Net Ordinary Revenue</b>	<b>199,105</b>	<b>152,818</b>	<b>(297,779.43)</b>	<b>46,287</b>	<b>30.29%</b>
	<b>\$ 199,105</b>	<b>\$ 152,818</b>	<b>(297,779.43)</b>	<b>\$ 46,287</b>	<b>30.29%</b>

	<u>Items Not Budgeted</u>
9,003.70	Accrued Vacation
-	Penalties & Fees
-	CARPD Expenses
-	Dividends
(153,876.33)	Investment Gain/Loss
<b>(442,652.06)</b>	<b>Net Revenue @ 12/31/17</b>

**California Association for Park and Recreation Indemnity**  
**Revenues and Expenses Budget - Liability Program**  
**July 2018 through June 2019**

	<b>Current Year Budget</b>	
	<b>Jul '18 - Jun '19</b>	<b>Jul '17 - Jun '18</b>
<b>Ordinary Revenue/Expense</b>		
<b>Revenue</b>		
Member Contributions	\$ 4,436,577	\$ 3,854,019
Less Safety Credits and Discounts	(165,000)	(165,118)
Bank/LAIF Interest	1,500	1,200
CARPD Administration	40,800	39,600
Rental Income	-	-
Portfolio Income (PFM)	210,000	150,000
<b>Total Revenue</b>	<b>4,523,877</b>	<b>3,879,701</b>
<b>Total Revenue</b>	<b>4,523,877</b>	<b>3,879,701</b>
<b>Expense</b>		
<b>Operating Expenses</b>		
<b>Administration-CAPRI Office</b>		
<b>Salaries &amp; Benefits</b>		
<b>Salaries</b>		
Administrator	107,400	104,400
Risk Manager	49,800	48,822
Analyst/Admin	34,800	34,200
Claims Clerk	10,560	10,620
<b>Total Salaries</b>	<b>202,560</b>	<b>198,042</b>
<b>Employee Benefits</b>		
Medical	23,400	23,400
Life Insurance	1,740	1,680
PERS Contributions	55,200	54,000
Payroll Tax Expenses	3,600	3,000
<b>Total Employee Benefits</b>	<b>83,940</b>	<b>82,080</b>
<b>Total Salaries &amp; Benefits</b>	<b>286,500</b>	<b>280,122</b>
Bank Service Charges	8,400	7,200
Building Services/Repairs	3,000	3,000
Capital Assets	3,000	6,000
Common Area Maintenance	3,594	3,594
Copier Service/Repair	2,700	2,700
Depreciation	6,000	7,200
District Visitations	3,500	3,500
General Contingency	3,000	3,000
Insurance - CAPRI	1,320	1,320
Miscellaneous	1,800	1,800
Office Supplies	4,800	4,800
Part-Time Services	1,200	1,500
Postage and Delivery	2,400	2,400
Printing and Reproduction	4,050	4,050
Professional Dues	1,650	1,650
Project Reserve	1,548	1,548
Publications	105	105
Safety Meetings/Workshops	3,600	3,900
Telephone	4,200	3,720
Travel/Meeting	6,600	6,600
Utilities	3,960	3,960
<b>Total Administration-CAPRI Office</b>	<b>356,927</b>	<b>353,669</b>
Board Meeting/Travel	13,800	13,800
<b>Consulting Services</b>		
Actuarial Services	6,000	6,000
CARPD Manager	-	-
Claims Management	138,000	135,000
Financial Accounting	24,000	21,000
Financial Audit	13,200	12,000
Investment Advisors	19,200	19,200
IT Services	1,800	1,800

**California Association for Park and Recreation Indemnity**  
**Revenues and Expenses Budget - Liability Program**  
**July 2018 through June 2019**

	<u>Jul '18 - Jun '19</u>	<u>Jul '17 - Jun '18</u>
Legal Fees	12,000	12,000
Loss Prevention	1,050	1,050
Total Consulting Services	<u>215,250</u>	<u>208,050</u>
Total Operating Expenses	585,977	575,519
Insurance Expenditures		
Workers' Compensation	-	-
Combined GL/AL Excess	550,000	410,000
Property Coverage	1,250,000	1,080,000
Crime Policy	15,000	15,900
Other Premiums ( W/C)	-	-
Broker Fees	66,000	63,000
Total Insurance Expenses	<u>1,881,000</u>	<u>1,568,900</u>
Claims Expenditures		
Claim Payments		
Claim Payment	<u>1,930,000</u>	<u>1,670,000</u>
Total Claim Payments	1,930,000	1,670,000
Contingency		
General	30,000	30,000
Building Repair	9,600	9,600
Total Contingency	<u>39,600</u>	<u>39,600</u>
Total Expense	<u>4,436,577</u>	<u>3,854,019</u>
Net Ordinary Revenue	<u>87,300</u>	<u>25,682</u>
Net Revenue Over Expenses	<u>\$ 87,300</u>	<u>\$ 25,682</u>
Overhead	706,577	694,019
Excess - Liability	550,000	410,000
Excess - Property	1,250,000	1,080,000
Claims	1,930,000	1,670,000
Premiums to Collect	<u>4,436,577</u>	<u>3,854,019</u>

**California Association for Park and Recreation Indemnity  
Revenues and Expenses Budget - Workers' Compensation Program  
July 2018 through June 2019**

	<b>Current Year Budget</b>	
	<b>Jul '18 - Jun '19</b>	<b>Jul '17 - Jun '18</b>
<b>Ordinary Revenue/Expense</b>		
<b>Revenue</b>		
Member Contributions	\$ 5,321,125	\$ 5,310,186
Bank/LAIF Interest	1,000	800
CARPD Administration	27,200	26,400
Rental Income	-	-
Portfolio Income - (PFM)	140,000	100,000
<b>Total Revenue</b>	<b>5,489,325</b>	<b>5,437,386</b>
<b>Total Revenue</b>	<b>5,489,325</b>	<b>5,437,386</b>
<b>Expense</b>		
<b>Operating Expenses</b>		
<b>Administration-CAPRI Office</b>		
<b>Salaries &amp; Benefits</b>		
<b>Salaries</b>		
Administrator	71,600	69,600
Risk Manager	33,200	32,548
Analyst/Admin	23,200	22,800
Claims Clerk	7,040	7,080
<b>Total Salaries</b>	<b>135,040</b>	<b>132,028</b>
<b>Employee Benefits</b>		
Medical	15,600	15,600
Life Insurance	1,160	1,120
PERS Contributions	36,800	36,000
Payroll Tax Expenses	2,400	2,000
<b>Total Employee Benefits</b>	<b>55,960</b>	<b>54,720</b>
<b>Total Salaries &amp; Benefits</b>	<b>191,000</b>	<b>186,748</b>
Bank Service Charges	5,600	4,800
Building Services/Repairs	2,000	2,000
Capital Assets	2,000	4,000
Common Area Maintenance	2,396	2,396
Copier Service/Repair	1,800	1,800
Depreciation	4,000	4,800
District Visitations	3,500	3,500
General Contingency	2,000	2,000
Insurance - CAPRI	880	880
Miscellaneous	1,200	1,200
Office Supplies	3,200	3,200
Part-Time Services	800	1,000
Postage and Delivery	1,600	1,600
Printing and Reproduction	2,700	2,700
Professional Dues	1,100	1,100
Project Reserve	1,032	1,032
Publications	70	70
Safety Meetings/Workshops	2,400	2,600
Telephone	2,800	2,480
Travel/Meeting	4,400	4,400
Utilities	2,640	2,640
<b>Total Administration-CAPRI Office</b>	<b>239,118</b>	<b>236,946</b>
Board Meeting/Travel	9,200	9,200
<b>Consulting Services</b>		
Actuarial Services	4,000	4,000
CARPD Manager	-	-
Claims Management	207,000	204,743
Financial Accounting	16,000	14,000
Financial Audit	8,800	8,000
Investment Advisors	12,800	12,800

**California Association for Park and Recreation Indemnity  
Revenues and Expenses Budget - Workers' Compensation Program  
July 2018 through June 2019**

	<b>Jul '18 - Jun '19</b>	<b>Jul '17 - Jun '18</b>
IT Services	1,200	1,200
Legal Fees	8,000	8,000
Loss Prevention	700	700
<b>Total Consulting Services</b>	<b>258,500</b>	<b>253,443</b>
<b>Total Operating Expenses</b>	<b>506,818</b>	<b>499,589</b>

**California Association for Park and Recreation Indemnity  
Revenues and Expenses Budget - Workers' Compensation Program  
July 2018 through June 2019**

	<u>Jul '18 - Jun '19</u>	<u>Jul '17 - Jun '18</u>
<b>Insurance Expenditures</b>		
Workers' Compensation	770,000	810,000
Combined GL/AL Excess	-	-
Property Coverage	-	-
Crime Policy	10,000	10,600
Other Premiums ( W/C)	60,000	60,000
Broker Fees	44,000	42,000
<b>Total Insurance Expenses</b>	<u>884,000</u>	<u>922,600</u>
<b>Claims Expenditures</b>		
Claim Payments		
Claims	3,960,302	3,861,661
<b>Total Claim Payments</b>	<u>3,960,302</u>	<u>3,861,661</u>
<b>Contingency</b>		
General	20,000	20,000
Building Repair	6,400	6,400
<b>Total Contingency</b>	<u>26,400</u>	<u>26,400</u>
<b>Total Expense</b>	<u>5,377,520</u>	<u>5,310,250</u>
<b>Net Ordinary Revenue</b>	<u>111,805</u>	<u>127,136</u>
<b>Net Revenue Over Expenses</b>	<u><b>\$ 111,805</b></u>	<u><b>\$ 127,136</b></u>
Overhead	651,018	638,589
Excess	770,000	810,000
Claims	3,960,302	3,861,661
Premiums to Collect	5,381,320	5,310,250
Adj to manual rates	<u>(60,195)</u>	<u>-64</u>
Billed Premiums	5,321,125	5,310,186



**California Association for Park and Recreation Indemnity  
Operating Expenses Budget  
July 2018 through June 2019**

	<b>Current Year Budget</b>	
	<u>Jul '18 - Jun 19</u>	<u>Jul '17 - Jun 18</u>
<b>Expense</b>		
<b>Operating Expenditures</b>		
<b>Administration-CAPRI Office</b>		
<b>Salaries &amp; Benefits</b>		
<b>Salaries</b>		
Administrator	\$ 179,000	\$ 174,000
Risk Manager	83,000	81,370
Administrative Analyst	58,000	57,000
Administrative Assistant	17,600	17,700
<b>Total Salaries</b>	<u>337,600</u>	<u>330,070</u>
<b>Employee Benefits</b>		
Medical	39,000	39,000
Life Insurance	2,900	2,800
PERS Contributions	92,000	90,000
Payroll Tax Expenses	6,000	5,000
<b>Total Employee Benefits</b>	<u>139,900</u>	<u>136,800</u>
<b>Total Salaries &amp; Benefits</b>	477,500	466,870
Bank Service Charges	14,000	12,000
Building Services/Repairs	5,000	5,000
Capital Assets	5,000	10,000
Common Area Maintenance	5,990	5,990
Copier Service/Repair	4,500	4,500
Depreciation	10,000	12,000
District Visitations	7,000	7,000
General Contingency	5,000	5,000
Insurance	2,200	2,200
Miscellaneous	3,000	3,000
Office Supplies	8,000	8,000
Part-Time Services	2,000	2,500
Postage and Delivery	4,000	4,000
Printing and Reproduction	6,750	6,750
Professional Dues	2,750	2,750
Project Reserve	2,580	2,580
Publications	175	175
Safety Meetings/Workshops	6,000	6,500
Telephone	7,000	6,200
Travel/Meeting	11,000	11,000
Utilities	6,600	6,600
<b>Total Administration-CAPRI Office</b>	<u>596,045</u>	<u>590,615</u>
Board Meeting/Travel	23,000	23,000
<b>Consulting Services</b>		
Actuarial Services	10,000	10,000
CARPD Manager	-	-
Claims Management	345,000	339,743

**California Association for Park and Recreation Indemnity  
Operating Expenses Budget  
July 2018 through June 2019**

	<b>Current Year Budget</b>	
	<b>Jul '18 - Jun 19</b>	<b>Jul '17 - Jun 18</b>
<b>Financial Accounting</b>	40,000	35,000
<b>Financial Audit</b>	22,000	20,000
<b>Investment Advisors</b>	32,000	32,000
<b>IT Services</b>	3,000	3,000
<b>Legal Fees</b>	20,000	20,000
<b>Loss Prevention</b>	1,750	1,750
<b>Total Consulting Services</b>	<u>473,750</u>	<u>461,493</u>
<b>Total Operating Expenditures</b>	1,092,795	1,075,108
<b>Insurance Expenditures</b>		
<b>Workers' Compensation</b>	770,000	810,000
<b>Combined GL/AL Excess</b>	550,000	410,000
<b>Property Coverage</b>	1,250,000	1,080,000
<b>Crime Policy/Identity Theft</b>	25,000	26,500
<b>Other Premiums ( W/C)</b>	60,000	60,000
<b>Broker Fees</b>	110,000	105,000
<b>Total Insurance Expenditures</b>	<u>2,765,000</u>	<u>2,491,500</u>
<b>Claims Expenditures</b>		
<b>Claim Payments</b>		
<b>Claim Payment</b>	5,890,302	5,531,661
<b>Total Claim Payments</b>	<u>5,890,302</u>	<u>5,531,661</u>
<b>Contingency</b>		
<b>General</b>	50,000	50,000
<b>Building Repair</b>	16,000	16,000
<b>Total Contingency</b>	<u>66,000</u>	<u>66,000</u>
<b>Total Expense</b>	<u>\$ 9,814,097</u>	<u>\$ 9,164,269</u>

**California Association for Park and Recreation Indemnity  
Budget Comparison  
July 2014 Through June 2019**

	<b>Proposed Budget</b>	<b>Prior Year Budget</b>	<b>Prior Year Budget</b>	<b>Prior Year Budget</b>	<b>Prior Year Budget</b>
	<b>Jul '18 - Jun '19</b>	<b>Jul '17 - Jun '18</b>	<b>Jul '16- Jun '17</b>	<b>Jul '15- Jun 16</b>	<b>Jul '14- Jun '15</b>
<b>Ordinary Revenue/Expense</b>					
<b>Income</b>					
<b>Revenue</b>					
Member Contributions	\$ 9,757,702	\$ 9,164,205	\$ 8,486,080	\$ 7,968,736	\$ 7,335,601
Less: Safety Credits and Discounts	(165,000)	(165,118)	(143,144)	(123,166)	(149,005)
Bank/LAIF Interest	2,500	2,000	2,800	1,500	4,000
CARPD Administration	68,000	66,000	64,000	62,000	56,000
Rental Income	-	-	-	-	-
Portfolio Income (PFM)	350,000	250,000	250,000	230,000	200,000
<b>Total Revenue</b>	<b>10,013,202</b>	<b>9,317,087</b>	<b>8,659,736</b>	<b>8,139,070</b>	<b>7,446,596</b>
<b>Total Revenue</b>	<b>10,013,202</b>	<b>9,317,087</b>	<b>8,659,736</b>	<b>8,139,070</b>	<b>7,446,596</b>
<b>Expense</b>					
<b>Operating Expenses</b>					
<b>Administration-CAPRI Office</b>					
<b>Salaries &amp; Benefits</b>					
<b>Salaries</b>					
Administrator	179,000	174,000	169,362	166,860	165,830
Risk Manager	83,000	81,370	79,688	78,125	76,220
Admin Analyst	58,000	57,000	56,244	56,000	55,625
Admin Asst	17,600	17,700	18,117	18,000	19,050
<b>Total Salaries</b>	<b>337,600</b>	<b>330,070</b>	<b>323,411</b>	<b>318,985</b>	<b>316,725</b>
<b>Employee Benefits</b>					
Medical	39,000	39,000	30,000	36,000	42,600
Life Insurance	2,900	2,800	2,700	2,700	2,700
PERS Contributions	92,000	90,000	77,000	69,000	66,000
Payroll Tax Expenses	6,000	5,000	4,732	4,725	4,600
<b>Total Employee Benefits</b>	<b>139,900</b>	<b>136,800</b>	<b>114,432</b>	<b>112,425</b>	<b>115,900</b>
<b>Total Salaries &amp; Benefits</b>	<b>477,500</b>	<b>466,870</b>	<b>437,843</b>	<b>431,410</b>	<b>432,625</b>
Bank Service Charges	14,000	12,000	13,000	14,000	12,000
Building Services/Repairs	5,000	5,000	5,000	5,000	5,000
Capital Assts	5,000	10,000	4,000	4,000	4,000
Common Area Maintenance	5,990	5,990	5,990	5,990	5,990
Copier Service/Repair	4,500	4,500	2,500	4,500	500
Depreciation	10,000	12,000	12,000	12,000	15,000
District Visitations	7,000	7,000	7,000	7,000	7,000
General Contingency	5,000	5,000	5,000	5,000	16,000
Insurance - CAPRI	2,200	2,200	2,200	2,200	2,000
Miscellaneous	3,000	3,000	3,500	3,000	3,000
Office Supplies	8,000	8,000	7,500	8,000	8,500
Part-Time Services	2,000	2,500	3,000	3,000	1,000
Postage and Delivery	4,000	4,000	4,000	4,000	4,000
Printing and Reproduction	6,750	6,750	7,000	7,000	7,000
Professional Dues	2,750	2,750	2,750	2,500	2,000
Project Reserve	2,580	2,580	2,580	2,580	2,580
Publications	175	175	175	175	175
Safety Meetings/Workshops	6,000	6,500	6,500	6,500	7,500
Telephone	7,000	6,200	6,200	6,500	6,500
Travel/Meeting	11,000	11,000	10,000	10,000	8,500
Utilities	6,600	6,600	6,500	8,500	9,500
<b>Total Administration-CAPRI Office</b>	<b>596,045</b>	<b>590,615</b>	<b>554,238</b>	<b>552,855</b>	<b>560,370</b>

**California Association for Park and Recreation Indemnity  
Budget Comparison  
July 2014 Through June 2019**

<b>Board Meeting/Travel</b>	<u>23,000</u>	<u>23,000</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
<b>Consulting Services</b>					

**California Association for Park and Recreation Indemnity  
Budget Comparison  
July 2014 Through June 2019**

Actuarial Services	10,000	10,000	10,000	11,000	11,000
Claims Management	345,000	339,743	324,000	303,000	293,800
Financial Accounting	40,000	35,000	27,000	25,500	24,750
Financial Audit	22,000	20,000	19,930	19,000	18,160
Investment Advisors	32,000	32,000	32,000	31,000	32,000
IT Services	3,000	3,000	3,650	3,000	3,500
Legal Fees	20,000	20,000	20,000	20,000	20,000
Loss Prevention	1,750	1,750	2,000	2,000	2,000
<b>Total Consulting Services</b>	<b>473,750</b>	<b>461,493</b>	<b>438,580</b>	<b>414,500</b>	<b>405,210</b>
<b>Total Operating Expenses</b>	<b>1,092,795</b>	<b>1,075,108</b>	<b>1,017,818</b>	<b>992,355</b>	<b>990,580</b>
<b>Insurance Expenditures</b>					
Workers' Compensation	770,000	810,000	737,000	694,000	597,298
Combined GL/AL Excess	550,000	410,000	363,000	372,000	328,902
Property Coverage	1,250,000	1,080,000	1,025,000	1,005,000	994,480
Crime Policy/Identity Theft	25,000	26,500	26,000	26,000	26,000
Other Premiums ( W/C)	60,000	60,000	52,000	52,000	75,000
Broker Fees	110,000	105,000	105,000	105,000	100,000
<b>Total Insurance Expenses</b>	<b>2,765,000</b>	<b>2,491,500</b>	<b>2,308,000</b>	<b>2,254,000</b>	<b>2,121,680</b>
<b>Claims Expenditures</b>					
Claim Payments					
Claim Payments	5,890,302	5,531,661	5,095,278	4,656,393	4,249,272
<b>Total Claim Payments</b>	<b>5,890,302</b>	<b>5,531,661</b>	<b>5,095,278</b>	<b>4,656,393</b>	<b>4,249,272</b>
<b>Dividends</b>					
<b>Contingency</b>					
General	50,000	50,000	50,000	50,000	50,000
Building Repair	16,000	16,000	15,000	16,000	20,000
<b>Total Contingency</b>	<b>66,000</b>	<b>66,000</b>	<b>65,000</b>	<b>66,000</b>	<b>70,000</b>
<b>Total Expense</b>	<b>9,814,097</b>	<b>9,164,269</b>	<b>8,486,096</b>	<b>7,968,748</b>	<b>7,431,532</b>
<b>Net Ordinary Revenue</b>	<b>199,105</b>	<b>152,818</b>	<b>173,640</b>	<b>170,322</b>	<b>15,064</b>
	<b>\$ 199,105</b>	<b>\$ 152,818</b>	<b>\$ 173,640</b>	<b>\$ 170,322</b>	<b>\$ 15,064</b>

**Agenda Item 8.B**

**DISCUSSION/ACTION ITEMS**

**SUBJECT: ADA Consultant/Transition Plan**

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**BACKGROUND AND STATUS:**

As many of you are aware, based on the claims that we have been reporting to the Board of Directors, Americans With Disability (ADA) claims are popping up on a regular basis. Although we do not cover the upgrades to the facilities on ADA claims, we do provide defense costs for these types of claims.

The defense costs for these claims are very high. We currently have an ADA claim alleging ADA violations where the defense costs have already reached 6 figures and it doesn't look like it will end anytime soon. The biggest issue is that many of our Districts do not have an appropriate ADA transition plan which increases the defense costs because you are arguing about what needs to be fixed and when. The cost to upgrade District facilities when an ADA claim is filed can be high and the time allocation of District staff when ADA claims are filed against a District is very demanding.

Disability Access Consultants (DAC), who spoke at our CARPD Conference, has proposed a group purchase discount for CAPRI members who would like to obtain an ADA Transition plan through DAC.

They have proposed that they will provide a 10% discount for our members if they use DAC to create the District's transition plan. Because of the cost to CAPRI's insurance layer, CAPRI Board of Directors may want to consider giving an additional 10% to the membership to encourage members to get their ADA transition plan.

Enclosed is a cost proposal provided by DAC. It does not include any of the discounts outlined above. Also, it is not a final cost. They calculated the costs based on our CAPRI Property schedules for each District and by going online to look at the facilities that they would be assessing. A more accurate proposal would be determined for each district that is interested by walking through the site and providing a final proposal.

It is a requirement for almost all of our Recreation and Park Districts to develop and update an ADA Transition plan in accordance with the federal ADA law. An ADA assessment and transition plan improves access for persons with disabilities and usually lowers risk and decreases many unsafe items like trip and falls, protruding objects, etc. The ADA Transition plan identifies potential barriers that can be removed or mitigated over time using a phased plan with projected timelines. Not all identified barriers comes with an expensive cost. Some can be as easy as trimming vegetation, adjusting door pressures, relocating amenities or adding signage. Not having an adequate ADA transition plan could jeopardize federal and state funding. When it comes to ADA lawsuits, having an ADA Transition plan can demonstrate the intent to comply

with the law and may minimize the loss of dollars from litigation and decrease the cost of required facility upgrades/fixes.

We will discuss this in greater detail at the meeting.

**RECOMMENDATION:**

None

**REFERENCE MATERIALS ATTACHED:**

DAC ADA Cost Proposal

2017 – 2018 Member Districts

Alphabetical

1	Almanor Recreation and Park District	\$ 1,750
2	Ambrose Recreation and Park District	\$ 14,700
3	Arcade Creek Recreation and Park District	\$ 11,400
4	Arden Manor Recreation and Park District	\$ 1,100
5	Arden Park Recreation and Park District	\$ 9,450
6	Auburn Area Recreation and Park District	\$ 46,500
7	Bear Mountain Recreation and Park District	\$ 12,000
8	Bear River Recreation and Park District	\$ 5,100
9	Beaumont-Cherry Valley Recreation and Park District	\$ 7,700
10	Belvedere-Tiburon Recreation Department	\$ 10,000
11	Boulder Creek Recreation and Park District	\$ 8,200
12	Buttonwillow Recreation and Park District	\$ 8,600
13	Carmichael Recreation and Park District	\$ 40,450
14	Central Plumas Recreation and Park District	\$ 7,450
15	Coalinga-Huron Recreation and Park District	\$ 25,470
16	Conejo Recreation and Park District	\$ 170,000
17	Cordova Recreation and Park District	Completed
18	Desert Recreation District	Completed
19	Dunsmuir Recreation and Parks District	\$ 7,500
20	Durham Recreation and Park District	\$ 11,000
21	Fair Oaks Recreation and Park District	\$ 25,000
22	Fulton-El Camino Recreation and Park District	\$ 22,000
23	Greater Vallejo Recreation District	\$ 90,000
24	Hayward Area Recreation and Park District	Completed
25	Hesperia Recreation and Park District	\$ 25,000
26	Highlands Recreation District	\$ 7,000
27	Honey Lake Valley Recreation Authority	\$ 7,000
28	Isla Vista Recreation and Park District	\$ 20,000
29	Jurupa Area Recreation and Park District	\$ 38,700
30	Ladera Recreation District	\$ 4,200
31	Lake Cuyamaca Recreation and Park District	\$ 12,800
32	La Selva Beach Recreation District	\$ 15,600
33	Livermore Area Recreation and Park District	\$ 60,000
34	McFarland Recreation and Park District	\$ 12,000
35	Mendocino Coast Recreation and Park District	\$ 2,500
36	Mission Oaks Recreation and Park District	\$ 35,000
37	Monte Rio Recreation and Park District	\$ 10,500
38	Mt. Shasta Recreation and Parks District	\$ 14,800
39	North County Recreation and Park District	\$ 15,000
40	North Highlands Recreation and Park District	\$ 42,000
41	North of the River Recreation and Park District	\$ 85,000
42	Orangevale Recreation and Park District	\$ 30,000
43	Paradise Recreation and Park District	\$ 20,000
44	Pleasant Hill Recreation and Park District	\$ 40,000
45	Pleasant Valley Recreation and Park District	\$ 70,000
46	Rancho Simi Recreation and Park District	\$ 142,000
47	Rim of the World Recreation and Park District	\$ 26,000
48	Rio Linda Elverta Recreation and Park District	\$ 15,000
49	Russian River Recreation and Park District	\$ 5,000
50	Shafter Recreation and Park District	\$ 10,000
51	Silverado-Modjeska Recreation and Park District	\$ 9,000
52	Soledad Mission Recreation District	\$ 5,000
53	Southgate Recreation & Park District	
54	Sunrise Recreation and Park District	\$ 119,000
55	Tehachapi Valley Recreation and Parks District	\$ 21,000
56	Truckee-Donner Recreation and Park District	\$ 35,400
57	Tuolumne Park and Recreation District	\$ 12,000
58	Valley-Wide Recreation and Park District	\$ 108,700
59	Wasco Recreation and Parks District	\$ 19,900
60	Weed Recreation and Park District	\$ 13,400
61	West Side Recreation and Park District	\$ 23,000
62	Western Gateway Recreation and Park District	\$ 12,500
63	Strawberry	\$ 15,000.00

TOTAL \$ 1,694,370

By Cost

1	Arden Manor Recreation and Park District	\$ 1,100
2	Almanor Recreation and Park District	\$ 1,750
3	Mendocino Coast Recreation and Park District	\$ 2,500
4	Ladera Recreation District	\$ 4,200
5	Russian River Recreation and Park District	\$ 5,000
6	Soledad Mission Recreation District	\$ 5,000
7	Bear River Recreation and Park District	\$ 5,100
8	Highlands Recreation District	\$ 7,000
9	Honey Lake Valley Recreation Authority	\$ 7,000
10	Central Plumas Recreation and Park District	\$ 7,450
11	Dunsmuir Recreation and Parks District	\$ 7,500
12	Beaumont-Cherry Valley Recreation and Park District	\$ 7,700
13	Boulder Creek Recreation and Park District	\$ 8,200
14	Buttonwillow Recreation and Park District	\$ 8,600
15	Silverado-Modjeska Recreation and Park District	\$ 9,000
16	Arden Park Recreation and Park District	\$ 9,450
17	Belvedere-Tiburon Recreation Department	\$ 10,000
18	Shafter Recreation and Park District	\$ 10,000
19	Monte Rio Recreation and Park District	\$ 10,500
20	Durham Recreation and Park District	\$ 11,000
21	Arcade Creek Recreation and Park District	\$ 11,400
22	Bear Mountain Recreation and Park District	\$ 12,000
23	McFarland Recreation and Park District	\$ 12,000
24	Tuolumne Park and Recreation District	\$ 12,000
25	Western Gateway Recreation and Park District	\$ 12,500
26	Lake Cuyamaca Recreation and Park District	\$ 12,800
27	Weed Recreation and Park District	\$ 13,400
28	Ambrose Recreation and Park District	\$ 14,700
29	Mt. Shasta Recreation and Parks District	\$ 14,800
30	Rio Linda Elverta Recreation and Park District	\$ 15,000
31	Strawberry	\$ 15,000
32	North County Recreation and Park District	\$ 15,000
33	La Selva Beach Recreation District	\$ 15,600
34	Wasco Recreation and Parks District	\$ 19,900
35	Isla Vista Recreation and Park District	\$ 20,000
36	Paradise Recreation and Park District	\$ 20,000
37	Tehachapi Valley Recreation and Parks District	\$ 21,000
38	Fulton-El Camino Recreation and Park District	\$ 22,000
39	West Side Recreation and Park District	\$ 23,000
40	Fair Oaks Recreation and Park District	\$ 25,000
41	Hesperia Recreation and Park District	\$ 25,000
42	Coalinga-Huron Recreation and Park District	\$ 25,470
43	Rim of the World Recreation and Park District	\$ 26,000
44	Orangevale Recreation and Park District	\$ 30,000
45	Mission Oaks Recreation and Park District	\$ 35,000
46	Truckee-Donner Recreation and Park District	\$ 35,400
47	Jurupa Area Recreation and Park District	\$ 38,700
48	Pleasant Hill Recreation and Park District	\$ 40,000
49	Carmichael Recreation and Park District	\$ 40,450
50	North Highlands Recreation and Park District	\$ 42,000
51	Auburn Area Recreation and Park District	\$ 46,500
52	Livermore Area Recreation and Park District	\$ 60,000
53	Pleasant Valley Recreation and Park District	\$ 70,000
54	North of the River Recreation and Park District	\$ 85,000
55	Greater Vallejo Recreation District	\$ 90,000
56	Valley-Wide Recreation and Park District	\$ 108,700
57	Sunrise Recreation and Park District	\$ 119,000
58	Rancho Simi Recreation and Park District	\$ 142,000
59	Conejo Recreation and Park District	\$ 170,000
60	Cordova Recreation and Park District	Completed
61	Desert Recreation District	Completed
62	Hayward Area Recreation and Park District	Completed
63	Southgate Recreation & Park District	

TOTAL \$ 1,694,370



**Agenda Item 8.C**

**DISCUSSION/ACTION ITEMS**

**SUBJECT: Potential Change in CAPRI Website Administrator**

**BACKGROUND AND STATUS:**

Our current website administrator/host is Outback Solutions. They host our website and when needed provide us with services to change our website. Our current website is functional, but it is difficult to add things to the website (agendas, minutes, calendar items, etc.). No one on staff is a website expert so we need assistance from Outback Solutions from time to time to assist us in adding items to the website. Meeting posting requirements can be difficult. We pay an annual cost to Outback to host our website \$200 and they charge us hourly for assistance provided.

Streamline is a website administrator that specializes in website administration for local government. They have a website system that is specifically designed for local government that provides reminders for posting of agendas and makes it very easy to post your agenda and minutes. Their cost is a monthly cost that looks like it is higher than we currently pay, but the cost includes unlimited customer support. Their system is easy to use. The cost breakdown is outlined below. There are no hidden fees. It includes hosting, support, unlimited content management and includes any new features they develop for all their clients.

<b>Features</b>	<b>For Members</b>	<b>For Non-Members</b>
Streamline™ Web	Included	Included
State Transparency Dashboard	Included	Included
Technical Support and Hosting	Unlimited, tickets and phone	Unlimited, tickets only
<b>Annual Operating Revenue</b>	<b>Monthly Member Pricing</b>	<b>Monthly Nonmember Pricing</b>
0 - \$15K	\$10	\$20
\$15K - \$50K	\$25	\$50
\$50K - \$250K	\$50	\$75
\$250K - \$500K	\$75	\$100
\$500K - \$1M	\$100	\$150
\$1M - \$5M	\$200	\$300
\$5M - \$10M	\$300	\$450
\$10M - \$20M	\$400	\$600
\$20M +	\$550	\$825

The ease of use and the assistance with posting agendas and minutes and reminders is very appealing. The pricing structure may need to be negotiated since our operating revenue is a lot different than most local governments. We are in the \$5-\$10 million annual operating revenue category which amounts to \$3,600 per year. Obviously, a large portion of our revenue is set aside to pay claims.

We would like to discuss the possibility of moving our website and administrator to Streamline.

**RECOMMENDATION**

Approve moving our website administrator services to Streamline.

**REFERENCE MATERIALS ATTACHED:**

None

**Agenda Item 8.D**

**DISCUSSION/ACTION ITEMS**

**SUBJECT: CAPRI Elections**

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**BACKGROUND AND STATUS:**

**Election of Officers**

Under Article II. Board of Directors of the CAPRI Bylaws, regarding elections it reads, “ (2) Election and/or Appointment of Directors:

The Board of Directors shall consist of two directors appointed by the Board of Directors of the California Association of Recreation and Park Districts (CARPD) and five directors selected by the participating member districts. The CARPD-appointed Directors will serve indefinite terms at the pleasure of CARPD. The remaining five directors shall be elected to office for four-year terms; two as “at large” Directors elected by the entire CAPRI membership, and three by category from the upper, middle and lower thirds of CAPRI membership, as measured in tiers by total contributions paid in the year before the election. Each participating member district shall have one vote for each at large director position to be elected, and one vote for the director position representing that District’s membership tier. The candidates receiving the highest number of votes for available positions on the Board shall be elected in each category. All Directors (other than the CARPD-appointed directors) must be either a member of the Board of Directors or a management employee of a participating member district. Only one representative from any district may serve on the Board of Directors at the same time.

The Board shall set the time and manner of elections, to be conducted in even-numbered years; two “at large” directors to be elected in one election, and three directors from contribution tiers to be elected in the following election two years later, in a repeating process. In election years, the Board shall provide notice to the membership of election deadlines, including the deadline for receipt of nominations; shall determine which nominees meet the appropriate qualifications set forth in these Bylaws; shall thereafter publish a list of nominees to the participating member districts, and shall provide for the process of receipt and tallying of ballots. The Board may conduct elections either by an in-person membership meeting, or by mailed/mailed ballots. Ballots shall be public records of CAPRI.

Based on the Bylaws, CAPRI’s elections should be held this year (even year). We are supposed to have elections for the “upper,” “middle,” and lower thirds of CAPRI membership. So, Colin Miller – lower 1/3; Stephen Fraher - middle 1/3 and Jim Friedl – upper 1/3 are up for elections this year.

The following outlines the term expiration of each Board member.

<u>Director</u>	<u>Position</u>	<u>Term Expiration</u>
Lindsay Woods	CARPD	CARPD appt.
Larry Mazzuca	CARPD	CARPD appt.
Lorena Cervantes	At-Large	2020
Dean Wetter	At-Large	2020
Colin Miller	Lower 1/3	2018
Stephen Fraher	Middle 1/3	2018
Jim Friedl	Upper 1/3	2018

Based on the Bylaws, the Board of Directors has the ability to set the time and manner of elections. Staff recommends an all-mail ballot. If the Board agrees we will notify the membership of the election by mail letting them know the position(s) to be filled and to solicit any interested individuals who would like to be placed on the ballot for election.

The mail ballot has been used successfully for some time now. It provides ample opportunity to obtain a qualified field of candidates from the member districts. Additionally, it provides the candidates with enough time to do any electioneering prior to the voting. Do we want to allow ballots to be sent in by email also?

The time schedule for the election process is as follows:

<u>Action</u>	<u>Date</u>
Notice/Call for Nominations	09/10/18
Nominations must be received	10/10/18
Ballots mailed to Districts	10/19/18
ELECTION (ballot must be in)	11/16/18
Run-off Election Ballots (if needed)	11/23/18
RUN-OFF ELECTION (if needed)	12/14/18

**RECOMMENDATION:**

Approve time and manner of election.

**REFERENCE MATERIALS ATTACHED:**

None

**Agenda Item 8.E**

**DISCUSSION/ACTION MATTERS**

**SUBJECT: Consideration of Extension of George Hills Company Contract**

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**BACKGROUND AND STATUS:**

Our three-year contract with George Hills Company is set to expire on August 31, 2018. As a few of you may recall, we went out for a Request for Proposal in 2012 for Liability Third Party Administration Services. We interviewed a number of vendors and decided to move from York Risk Services to George Hills Company because of their reputation and their hourly rate was one of the lowest submitted by the various vendors. Our current contract has an hourly rate of \$85 per hour and a not to exceed amount of \$125,000.

George Hills Company has proposed a 5-Year extension at \$88 per hour with no cap listed; however, we have never exceeded the cap in the 6 years we have been with George Hills Company.

The only changes to the contract are the following:

- 1) Hourly rate went from \$85 to \$88
- 2) The cap was eliminated. The cap in the current contract is \$125,000.
- 3) They added a \$5,000 administrative charge
- 4) 5-year contract instead of the 3-year contract.

The service that we have received from George Hills Company has been very good. We started back in 2012 with George Hills handling our Liability claims only. In 2013, we asked George Hills to take over the handling of property claims which increased the Hourly rate to \$82 and raised the cap to \$110,000. In 2015, the hourly rate increased to \$85 and the cap increased to \$125,000. Enclosed is the proposed contract for the 5-year extension.

When we originally went out for RFP in 2012, the following were the top candidates' proposals: George Hills Company; York Risk Services; Carl Warren and Corvel. Attached is the 2012 RFP responses (cost proposals) for CAPRI's Liability Program. As you can see, all the final TPA's under consideration charged an Administration charge and some charged an RMIS charge on top of that. George Hills at the time didn't include an Administrative charge.

It is staff's recommendation that we approve the contract but change the extension to a 3-year contract. They are doing a good job. Changing TPA's can be a very difficult process with the moving of claims to a new system, getting up to speed with the files and then establishing a relationship with the members. With the new Executive Director coming on Board, staff recommends that we keep George Hills Company on contract and after the new Executive Director

comes on Board, he/she can determine if going out for an RFP for TPA Services is warranted.

**RECOMMENDATION:**

Recommend approval of 3 year extension with George Hills Company.

**REFERENCE MATERIALS ATTACHED:**

Proposed George Hills Contract.  
Cost Proposal Comparison of 2012 Responses

**CLAIMS ADJUSTING AND ADMINISTRATION**  
**SERVICE CONTRACT**

This contract is made and entered into this 1st day of July 2018 by and between CALIFORNIA ASSOCIATION OF PARK AND RECREATION INDEMNITY (CAPRI), hereinafter referred to as "CLIENT", and GEORGE HILLS COMPANY, INC., hereinafter referred to as "GH".

GH is a California Corporation doing business as licensed, independent insurance adjusters and administrators, with John Chaquica, CEO, responsible for contract compliance and terms. Randy Rendig, President Claims Administration, shall oversee the daily operations. The company's corporate office is located at 3043 Gold Canal Dr, Suite 200, Rancho Cordova, California, 95670, telephone, (916) 859-4800.

The CLIENT is located at: 6341 Auburn Boulevard, Suite A, Citrus Heights, CA 95621.

IT IS HEREBY AGREED by and between the parties signing this contract as follows:

**I. GENERAL**

CLIENT is desirous of availing itself of property and liability claims adjusting and administration services. GH is a Third-Party Claims Administrator handling self-insured claims and is ready to and capable of performing such services. As such, GH may act as a representative of the CLIENT when directed for the investigation, adjustment, processing, and evaluation of general liability, motor vehicle, and potential money damage claims or incidents filed by third parties against the CLIENT, or against parties for whom the CLIENT is alleged to be legally responsible, which are premised upon allegations of willful, intentional, negligent, or careless acts and/or omissions ("CLAIMS").

**II. SCOPE OF SERVICES**

GH agrees to provide complete claim handling services on each accident or incident, as directed by CLIENT. Each CLAIM will be subject to the GH Special Claims Handling Standards and Instructions form in practice at that time. CLIENT shall determine the scope of services to be provided by GH by signing the Special Claims Handling Standards and Instructions for each contract. The Special Claims Handling Standards and Instructions form shall be the controlling document for the scope of claims adjusting services to be provided by GH for CLIENT. Services to be provided by GH on behalf of CLIENTS for a CLAIM may include all or some of the following:

**A. INVESTIGATIVE SERVICES**

- 1) Receipt and examination of all reports of accidents or incidents that are or may be the subject of claims.
- 2) Investigate accidents or incidents as warranted, to include on-site investigation, photographs, witness interviews, determination of losses and other such investigative services necessary to determine all CLIENT losses but not to include extraordinary investigative services outside the expertise of GH.

- 3) In the event CLIENT or other agency conducts any investigation, GH shall review for completeness.
- 4) Maintain service on a 24-hour, 7 days per week basis, to receive reports of any incident or accident which may be the subject of a liability claim and provide immediate investigative services to the extent necessary to provide a complete investigation.
- 5) Undertake items of investigation requiring special handling for CLIENT at the direction of the CLIENT's Attorney or authorized representative.

#### B. LIABILITY AND PROPERTY CLAIM HANDLING SERVICES

- 1) Promptly set up a claim file upon receipt of the claim and maintain a claim file on each potential or actual claim reported.
- 2) Assess and evaluate the nature and extent of each claim and establish claims reserves for indemnity and legal expense.
- 3) GH will follow any CLIENT policy regarding rejection instructions, individual to send the rejection and if a denial letter should be sent simultaneously.
- 4) Ensure timely claim handling, including contact and follow-up with claimants regarding claim issues and processing.
- 5) Any bodily injury claim that is being pursued shall be indexed. Notice only matters or precautionary bodily injury claims that are not pursued do not need to be indexed.
- 6) Determine the need for defense representation, recommend legal counsel, and manage litigation activity.
- 7) Report claims to the excess insurer and coordinate with the excess insurer on a claim's progress in accordance with the excess insurer's reporting requirements.
- 8) Maintain records on any such claim and notify CLIENT when CLIENT is about to exhaust the Self-Insured Retention.
- 9) Obtain settlement contracts and releases upon settlement of claims or potential claims not in litigation.
- 10) Perform periodic quality control reviews of CLIENT and excess insurance (if applicable) statutory requirements to ensure compliance.
- 11) Perform the necessary data gathering for the Medicare, Medicaid, and SCHIP Extension Act of 2007 (MMSEA) and the Set Aside Contracts in compliance with Section 111 of the MMSEA including the required reporting. *(See Attachment B)*
- 12) To the extent there is privileged information shared between agencies, which is subject to protection under the HIPAA/PHI Act, GH shall



implement all necessary measures in compliance with the Act, via a Business Associates Agreement (BAA) to be issued by the CLIENT.

- 13) GH shall notify CLIENT via electronic mail at such time a file has been closed.

#### C. LEGAL SUPPORT SERVICES

- 1) Upon notification by the CLIENT that litigation has been filed on an open claim, GH shall follow the litigation referral process as outlined in the Special Claims Handling Instructions form.
- 2) Cooperate with and assist any defense counsel assigned to litigation of open claims and provide such investigative services as directed during pre-trial and trial stages.
- 3) Assist in responding to discovery or preparing discovery.
- 4) At the request of the CLIENT, attend mandatory settlement conferences on behalf of CLIENT.
- 5) Appear on behalf of CLIENT in small claims actions filed against CLIENT on open claims handled by GH.
- 6) Review, evaluate and adjust defense counsel invoices for services.
- 7) Regularly discuss, review, and direct investigation issues, discovery, and case strategy with counsel.
- 8) Review and evaluate case evaluations, correspondence and status reports forwarded to GH by counsel.
- 9) Cooperate with counsel as a team with an open communication approach on each case to obtain the most economical and best result for the CLIENT.

#### D. REPORTS AND PROCEDURES:

- 1) Within thirty (30) days of assignment, or sooner if practicable, required, or requested, GH will provide CLIENT with a full factual report pursuant to specified claims handling instructions, showing name(s) of claimant(s), type of claim, date of loss, comments on liability, reserve recommendations, settlement recommendations, and other pertinent information. Subsequent to the initial thirty (30) day report, the GH will report as often as warranted by any important change in status but no longer than every (90) days until the claim closes unless extended diary is appropriate.
- 2) All original reports, documents, and claim data of every kind or description, that are prepared in whole or in part by or for the GH in connection with this contract shall be CLIENT's property and constitute the GH's work product for which compensation is paid. A copy of all reports, documents, and claim data of every kind or description that is in whole or in part by or for the CLIENT is the property of the GH. Additional

copies of original reports, documents, and data requested by the CLIENT will be at the CLIENT's expense in accordance with this contract.

- 3) GH agrees that CLIENT have access and the right to audit and reproduce any of the GH's relevant records to ensure that the CLIENT is receiving all services to which the CLIENT is entitled under this Contract or for any purpose relating to the Contract.
- 4) CLIENT shall provide GH with written authorization allowing any other agency or person to obtain similar access to confidential information as noted in 3 above. Such authorization is inclusive of HIPAA Act or PHI privileged information.

#### E. DATA

- 1) Utilize its claims information system—SIMS.
- 2) Record all claim information including all financial data.
- 3) Provide CLIENT Read only on-line access to the claims data system, if desired by CLIENT. (up to five users)
- 4) Provide monthly standard loss run and check register.
- 5) Provide annual claims data report upon request. Written authorization may be required for confidential information.
- 6) Provide assistance to CLIENT in developing customized reports when requested (may require additional charge).
- 7) Arrange for electronic file conversion for any open and closed claims at the direction of CLIENT.

#### F. CLAIM REVIEW MEETINGS

GH shall, on a mutually agreed periodic basis, meet with Client to review and discuss claims inventory and claims results of past period and delivery of services by CLAIM ADMINISTRATOR.

#### G. FINANCIAL ACCOUNTING

- 1) Establish and maintain a trust fund for the purpose of paying indemnity and expenses that may be due on the claims. The amount to be maintained in the trust fund shall be determined by the Client. (Note: If Trust Fund is not set-up with the GH Preferred Bank, there may be an additional set-up fee)
- 2) Maintain a copy of all checks drawn by the GH to pay claims and claims related expenses.
- 3) Submit monthly check registers of all transactions made for the period.
- 4) Complete or update Attachment B "Preferred Method of Check Processing" for check processing options.

- 5) Approval process shall be documented in GH Special Claims Handling Standards and Instruction Form.

#### H. SUBROGATION SERVICES

GH is a claim administrative firm experienced in the handling of subrogation claims and is ready and capable of performing such services. CLIENT may retain GH for Subrogation Services by signing a separate agreement, an exemplar of which is attached hereto as Exhibit A. Such services are distinct from subrogating a loss from an additional insured from a claim filed by a third party. Our services are unique to a first party loss of the CLIENT caused by the intentional or negligent act of a third party. Such losses generally are for the recovery of damages, loss, and/or additional types of damages.

- Labor costs, fully loaded and including benefit costs, for district or other personnel responding to or in any manner providing services;
- Services or materials provided by outside vendors or contractors;
- Internal or external Vehicle or equipment use and/or rental;
- Materials and/or goods utilized for the repair/replacement of damaged property; and/or
- Additional fees that may be specific to the individual entity that are provided for within district ordinances or other governing document.

#### III. **DENIAL, COMPROMISE OR SETTLEMENT OF CLAIMS**

It is agreed that CLIENT has granted \$5,000 authority to GH for the purpose of compromising, settling, and paying any claims against CLIENT being handled by GH. GH will issue payment for legal expenses as defined in the Special Claims Handling form. Prior approval to compromise or settle any claim, or pay any expense will be obtained from the designated claims officer or employee on matters exceeding the authority granted above.

#### IV. **FILE RETENTION**

GH shall electronically retain CLIENT's records consistent with CLIENT's retention policy or up to a maximum of seven (7) years whichever is shorter. CLIENT and GH may agree via a separate signed agreement to retain records for a longer period of time.

#### V. **CONFIDENTIALITY**

All data, documents, discussions, or other information developed or received by or for GH in PERFORMANCE of this contract are confidential and not to be disclosed to any person except as authorized by CLIENT or CLIENT's designee, or as required by law.

**VI. CONFLICT OF INTEREST**

In the event GH receives a claim from the CLIENT in which there arises a "conflict of interest," GH shall immediately notify CLIENT. CLIENT may then, at their expense choose to hire another well-qualified claims firm to handle that particular claim to a conclusion. GH covenants that it presently knows of no interest, direct or indirect, which would conflict in any manner with the performance of services required under this contract.

**VII. CLIENT RESPONSIBILITY**

CLIENT agrees to the following:

- 1) CLIENT shall cooperate with GH as reasonably necessary for GH to perform its services.
- 2) CLIENT agrees to provide direction to GH as requested regarding particular project requirements.
- 3) CLIENT shall identify a primary contact person(s) for an account as well as for billing and loss run submission. In addition, CLIENT shall be responsible for reporting all changes in the primary point of contact to GH.
- 4) CLIENT shall be responsible for reporting all Bodily Injury Claims in addition to all other items noted in Attachment B to this Agreement "Medicare, Medicaid, and SCHIP Extension Act of 2007 (MMSEA)"
- 5) CLIENT shall be responsible for updating GH on any changes to coverage/policy language; including limits, retentions/deductibles and coverage changes by April 30 of each year.
- 6) CLIENT shall either send or attain a signed Confidential Agreement when GH is asked to send CLIENT data as defined in Section V to a third party (e.g. auditor, actuary, etc.)

**VIII. COMPENSATION**

CLIENT agrees to pay GH for services described in Section II – Scope of Services.

Time and expense charges will be incurred only when necessarily required in the form of adjuster's fees as delineated in Section II, Scope of Services and will be invoiced as worked.

- 1) Time and expense fees will be as follows:
  - a. Adjuster's Fee: \$88 per hour

The above compensation shall apply to services provided during the first year of this five-year contract. Compensation for services provided during subsequent years may be re-negotiated annually as a result of services or other factors unanticipated by either party. Such change, if any, shall be submitted to CLIENT by June 30<sup>th</sup> of each year, in writing.

- b. Compensation: Is based on the Special Claims Handling Instructions form, completed and signed by CLIENT. In the event claims volume has deviated from information provided due to being incomplete, inaccurate, or claims being re-opened additional fees shall be discussed to reconcile with scope of services. *(Applicable to Flat Fee and Time and Expense with a Cap billing)*
  - c. Auto Expense: Standard IRS rate
  - d. Claims Processor: Should there be a need for a Claims Processor, the rate shall be \$65 per hour.
  - e. Allocated file expenses to be paid at cost. *(See Attachment D)*
  - f. Custom reporting beyond the above will be furnished upon request at an additional cost to be agreed upon by the GH and CLIENT.
  - g. Catastrophic: Should a catastrophic event occur resulting in 10 or more claimants or claims from a single occurrence, CLIENT shall be billed as follows:
    - Time and Expense at a rate of \$88 per hour.
- 2) MMSEA Reporting Fee(s):
- a. One-time CMS setup fee (paid to ExamWorks): \$150
  - b. Annual Account Maintenance/Reporting Fee (paid to ExamWorks): \$250
- 3) Annual Administration Fee: \$5,000 and shall be for the following:
- a. Data access to claims data system.
  - b. Monthly listing of open claims by date of loss, department, location, and alpha by name showing expense categories, reserves and total incurred.
  - c. Monthly claim summary reports, within 15 days of month-end .
  - d. Provide loss run data required reports, and responding to/discussing with actuaries and auditors (claims and financial).
  - e. Provide annual reports to outside agencies.
  - f. Financial accounting.
  - g. Filing of regulatory reports such as 1099, W-9, etc.
  - h. Claims review.
- 4) Conversion Fee: GH will charge for any services related to conversion storage, copying, scanning, shipping and disposal. If termination takes place five (5) years or less from start of term, CLIENT may be subject to a fee, intended to cover costs associated with data conversion, transition and contract close out. N/A

- 5) The above compensation shall apply to services provided during the term of this contract. Any changes in the terms of compensation shall be submitted to CLIENT by June 1<sup>st</sup> each year. Submission changes in the terms of compensation shall be in writing and subject to mutual agreement that shall be an amendment to this Agreement.
- 6) A General Administrative File shall be established and maintained to track effort related to services necessary to fulfill the contractual obligations not otherwise associated to a claim.

**IX. PAYMENT SCHEDULE**

GH will submit its invoices to CLIENT, and payment shall be made by CLIENT, within a reasonable period of time, not to exceed thirty (30) days from the date of the invoice.

**X. TERM AND TERMINATION**

The term of this contract shall commence on July 1, 2018 through and including June 30, 2023. Either party may terminate the agreement upon 90 day written notice by either party.

Termination for Convenience: CLIENT may at any time and for any reason terminate this Agreement upon written notice to GH. Notice shall be deemed served on the date of mailing. Upon receipt of such notice, GH shall immediately discontinue services in connection with the scope of services of this Agreement. Upon such termination, GH shall be entitled to payment from CLIENT for services completed and provided prior to notice of termination, at GH's current hourly rate.

Termination Costs: If termination takes place five (5) years or less from start of term, CLIENT may be subject to a fee, not to exceed \$2,500, intended to cover costs associated with data conversion, transition and contract close out.

Upon completion of data conversion and return of data back to CLIENT (electronic and/or hard copy), GH will destroy any remaining files.

**XI. FAIR EMPLOYMENT**

It is the policy of GH to provide fair and equal treatment to all staff members. GH is an Equal Opportunity Employer and does not discriminate in any way against any person on the basis of age, race, sex, color, national origin, national ancestry, physical disability, medical condition, mental disability, religion, creed, marital status, sexual orientation, gender identification, gender expression, use of family care leave or any other classification deemed protected by law.

**XII. INDEPENDENT CONTRACTOR**

In performing claims administrative services herein agreed upon, GH shall have the status of an independent contractor and shall not be deemed to be an officer, employee, or agent of CLIENT.

**XIII. INDEMNIFICATION**

GH will defend, indemnify, and hold harmless CLIENT from and against all claims, demands, actions, or causes of action, which may arise, from the action, conduct, or

failure to act by GH personnel ("Indemnity Event"). For an Indemnity Event, the maximum amount recoverable by CLIENT against GH for damages and costs (inclusive of attorneys' fees) is limited to the insurance policy limits in place at the time of the Indemnity Event.

In those cases wherein the GH is named in a filed or verified complaint simply by virtue of the fact it is the CLAIMS ADMINISTRATION firm on a given claim, the CLIENT will defend the GH, at no cost to the GH; CLIENT will defend, indemnify, and hold harmless the GH from and against all claims, demands, actions, or causes of action, which may arise, from the action, conduct, or failure to act by CLIENT.

**XIV. INSURANCE**

The GH shall provide CLIENT with Certificates of Insurance duly executed by an insurance company or companies authorized to transact business in the State of California, and said Certificates shall certify that the GH has in full force and effect: (1) \$1,000,000 coverage applying to bodily injury, personal injury, property damage; (2) \$1,000,000 coverage applying to errors and omissions; (3) statutory limits for workers compensation coverage; and (4) GH shall maintain an employee fidelity bond in the amount of \$500,000.

GH will provide thirty (30) days written notice, prior to the cancellation or reduction in insurance coverage will be provided.

**XV. EMPLOYEE SOLICITATION**

During the period of this contract, and for a period of one (1) year thereafter, GH agrees not to solicit for employment any CLIENT employee contacted during the performance of this contract; CLIENT agrees not to solicit for employment, or employ, during the period of this contract, and for a period of one (1) year thereafter, any employee of GH contacted by the CLIENT during the performance of this contract.

**XVI. PERMITS, LICENSES, CERTIFICATES**

GH, at GH'S sole expense, shall obtain and maintain during the term of this Contract, all permits, licenses, and certificates required in connection with the performance of services under this Contract, including appropriate business license.

**XVII. ARBITRATION**

GH and CLIENT agree that in the event of any dispute with regard to the provisions of the Contract, the services rendered or the amount of GH'S compensation the dispute shall be submitted to arbitration upon mutual contract of the parties, under such procedures as the parties may agree upon, or, if the parties cannot agree, then under the Rules of the American Arbitration Association.

**XVIII. NOTICES**

All notices to GH shall be personally served or mailed, postage prepaid, to the following address: John Chaquica, CEO, George Hills Company, 3043 Gold Canal Drive, Suite 200, Rancho Cordova, CA 95670.

For Contract or Insurance related inquiries:

Laura Li, Administrative Manager (*same address as above*)

All notices to the CLIENT shall be personally served or mailed, postage prepaid, to the following address: 6341 Auburn Boulevard, Suite A, Citrus Heights, CA 95621.

GH and CLIENT agree that the terms and conditions of the Contract may be reviewed or modified at any time. Any modifications to this Contract, however, shall be effective only when agreed to in writing by both the CLIENT and GH.

**XIX. ENTIRE CONTRACT**

GH and CLIENT agree that this contract constitutes the entire contract of the parties regarding the subject matter described herein and supersedes all prior communications, contracts, and promises, either written or oral.

**XX. TIME OF ESSENCE**

Time is of the essence in respect to all provisions of this Contract that specify a time for performance: provided, however that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Contract.

\_\_\_\_\_  
Date

BY: \_\_\_\_\_  
John E. Chaquica, CEO  
GEORGE HILLS COMPANY INC.

\_\_\_\_\_  
Date

BY: \_\_\_\_\_  
Patrick Cabulagan, Administrator  
CALIFORNIA ASSOCIATION OF PARK AND RECREATION ENDEMNITY (CAPRI)



## **ATTACHMENT A SUBROGATION AGREEMENT**

This Subrogation Agreement is made and entered into this 1st day of July 2018 by and between CALIFORNIA ASSOCIATION OF PARK AND RECREATION ENDEMNITY (CAPRI), hereinafter referred to as "CLIENT", and GEORGE HILLS COMPANY, INC., hereinafter referred to as "GH".

I. CLIENT may, at CLIENT's own expense:

- a. Authorize GH to act as a representative of CLIENT for the investigation, adjustment, processing, supervision and evaluation of an ultimate recovery of potential money from damage claims against parties for whom it is alleged to be legally responsible.
- b. Authorize GH to engage the services of a litigation attorney to consult, review, and determine the best legal strategy available at the time to obtain the best possible result for CLIENT. Upon determination by the attorney that a civil action is in the best interest of CLIENT, GH will notify CLIENT and obtain authorization to pursue recovery in accordance with the recommendations of the litigation attorney; orc.
- c. While GH is handling a subrogation claim for CLIENT pursuant to the terms of this Contract, the institution of a civil action is determined by CLIENT to be the best course of action, CLIENT may elect to do so at CLIENT's own expense.
  - i. Recall the claim to CLIENT's control so that CLIENT may pursue recovery in a manner to be determined by the CLIENT's attorney to be in the best interest of the CLIENT.
  - ii. In the event CLIENT recalls the claim as indicated above, CLIENT shall be responsible for payment to GH for any and all time and expense incurred by GH's subrogation claim adjuster and/or other subrogation division staff up to the time wherein the claim has been recalled by CLIENT.

II. Subrogation Fee in the amount of 30% of each and every recovery obtained. The minimum amount to be paid to GH will be \$250 per claim upon recovery. However, GH has the authority to reject any claim for any reason, relieving CLIENT of any fiscal responsibility for rejected claims only.

- a. Generally, no recovery shall be agreed to involving payment plans if the recovery is less than \$5,000 and/or greater than a one-year term. Exceptions can be made on a case-by-case basis. If a recovery is agreed to exceed this amount and/or length of time, Subrogation fee shall be 45%. In the event a payment plan is authorized and entered into, the subrogation fee will be based upon the total amount of the lien and will be invoiced to the CLIENT upon the entry of the payment agreement. GH will make every attempt to enforce the provisions of the payment agreement with the claimant, but in no way guarantees the fulfillment of the terms of the payment agreement. In the event the terms of the

payment agreement are not fulfilled and warrant pursuit through the small claims process, authority to pursue through small claims will be requested.

- b. Authorize GH to appear in small claims court for recovery of funds. Authority for the pursuit of recovery through small claims will be requested prior to the filing of documents with the court to initiate the small claims action. Each appearance will be an additional fee of \$150. All costs for the handling of the small claims, i.e. service of process of documents on the responsible parties, mileage, parking, and toll shall be an additional cost and will be the responsibility of the CLIENT. Additional allocated costs shall be billed separately upon the cost being incurred, such as, but not limited to: skip tracing, service of process, and third-party sub contracted investigation.
- c. GH reserves the right to cease working on any claim whereas information has not been made available to GH within 120 days after GH has submitted the information and/or documentation request to CLIENT, at such time the claim will be closed.
- d. Due to the nature of these services, in that compensation is contingent upon recovery, if the contract is terminated prior to recovery or other closure of any claim, the CLIENT shall pay GH for all expenses and time spent, to date, on any claim(s) currently open and recovery in process. Payment shall be based on the current hourly rate of GH. GH will submit the final invoice within five business days of termination.

## **General Terms and Conditions**

### **A. Successors and Assigns.**

All of the rights, benefits, duties, liabilities, and obligations of the parties shall inure to the benefit of, and be binding upon, their respective successors and assigns.

### **B. Construction.**

The title and headings of the Sections in this Agreement are intended solely for reference and do not modify, explain, or construe any provision of this Agreement. All references to sections, recitals, and the preamble shall, unless otherwise stated, refer to the Sections, Recitals, and Preamble of this Agreement. In construing this Agreement, the singular form shall include the plural and vice versa. This Agreement shall not be construed as if it had been prepared by one of the parties, but rather as if both parties have prepared the Agreement.

### **C. Integration.**

This Agreement, and all related documents referred to in this Agreement, constitute the entire Agreement between the parties. There are no oral agreements which are not expressly set forth in this Agreement and the related documents being executed in connection with this Agreement. This Agreement may not be modified, amended, or otherwise changed except by a writing executed by the party to be charged.

### **D. Third-Party Rights.**

Claims Adjusting and Administration Services Between the CAPRI and George Hills Company

*page 12 of 21*

**Page 55 of 170**

Nothing in this Agreement, express or implied, is intended to confer upon any person, other than the parties and their respective successors and assigns, any rights or remedies.

**E. Severability.**

If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement shall not be affected.

**F. Waivers.**

No waiver or breach of any provision shall be deemed a waiver of any other provision, and no waiver shall be valid unless it is in writing and executed by the waiving party. No extension of time for performance of any obligation or act shall be deemed an extension of time for any other obligation or act.

**G. Counterparts.**

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same instrument. The execution of this Agreement shall be deemed to have occurred, and this Agreement shall be enforceable and effective, only upon the complete execution of this Agreement by Seller and Purchaser.

**H. Authority of Parties.**

All persons executing this Agreement on behalf of a party warrant that they have the authority to execute this Agreement on behalf of that party.

**I. Governing Law.**

This Agreement shall be governed by and construed in accordance with California law.

\_\_\_\_\_  
Date

BY: \_\_\_\_\_  
John E. Chaquica, CEO  
GEORGE HILLS COMPANY INC.

\_\_\_\_\_  
Date

BY: \_\_\_\_\_  
Patrick Cabulagan, Administrator  
CALIFORNIA ASSOCIATION OF PARK AND RECREATION ENDEMNITY (CAPRI)

## **ATTACHMENT B**

### **MEDICARE, MEDICAID, AND SCHIP EXTENSION ACT OF 2007 (MMSEA)**

This law requires liability insurers, self-insurers, no fault insurers and workers' compensation insurers to report certain information to The Centers for Medicare and Medicaid Services (CMS) concerning Medicare beneficiaries. The penalty for failure to comply is \$1,000 per day, per claimant.

George Hills Company, Inc. (GH) has contracted with ExamWorks for Mandatory Insurer Reporting (MIR) for the CLIENT. ExamWorks shall represent the CLIENT—and Responsible Reporting Entity (RRE) to this existing contract and this addendum, and will be the designated reporting agent. GH will be responsible for gathering and reporting accurate claims data required by MMSEA to ExamWorks in a timely manner. GH agrees to assume the responsibility for reporting data to ExamWorks to meet all reporting requirements in accordance with MMSEA, on behalf of the RRE; including assuming responsibility for any fines or penalties that are directly caused by GH's non-compliance. GH further agrees to indemnify and hold-harmless, RRE, and staff, for any penalties or fines resulting from GH's direct failure to timely and accurately provide the reporting data to ExamWorks. The above-mentioned obligations to indemnify and hold-harmless shall not be applicable to matters relating to delays caused by RRE or other third parties, or inaccurate data supplied to GH by RRE or other third parties.

By contract with GH, ExamWorks will indemnify and hold GH harmless from and against any claim, damage, fine, loss and expense, arising in connection with, or as a result of, any error, omission, or negligent performance of its obligations as reporting agent, which indemnity will include all reasonable costs of litigation and attorneys' fees incurred. Without in any way limiting the indemnity set forth in this Contract, all work performed by ExamWorks will be done in a professional manner.

GH shall perform the necessary data gathering for RRE and ExamWorks; as such GH shall include in our monthly invoicing the time incurred for such work at our contract hourly rate, or will be included in your monthly flat fee or claims adjusting.

ExamWorks will perform the MMSEA Mandatory Insurer Reporting function for GH, and its RREs, shall be charged as an Allocated Expense, as defined in Attachment C, subject to the following. RRE will designate ExamWorks, unless otherwise requested, as its exclusive vendor for all of RRE's "Qualified Referrals" (those claims determined to require Medicare Set Aside (MSA) or a Claim Settlement Allocation (CSA) and RRE will utilize other ExamWorks services related to Medicare Secondary Payer (MSP) compliance identified in their fee schedule.

**ATTACHMENT C  
PREFERRED METHOD OF CHECK PROCESSING**

1. Selection of Bank

- a)  Clients Choice

Name

Address

Please provide signature cards, sample check, starting check number, name of contact person

- b)  GH uses CA Bank & Trust

2. Trust Balance Desired \$\_\_\_\_\_

3. Account funding: GH will notify client when the balance falls below required balance

4A. Number of Signatures Required

- a)  One  
b)  Two on all checks  
c)  Two on checks in excess of \$\_\_\_\_\_

4B If two signatures are required please specify:

- a)  Both GH  
b)  One GH, one client

GH signers: John Chaquica, CEO; Randy Rendig, President; Kimberly Santin, Finance Director

5. Accountability

- a) Yes  No  Positive Pay

**GH recommends positive pay to mitigate the potential for fraud.**

- b) Yes  No  Daily check registers  
c)  Statement to be balanced by client, or  
d)  Statement to be balanced by GH with copies to client

## **ATTACHMENT D ALLOCATED EXPENSES**

### **Allocated Expenses**

Typically, allocated expenses are those expenses that are generated by a claim (by outside vendors other than George Hills) that cannot be foreseen nor included in an agreement. These are generally allocated back to the specific claim file for which the cost was incurred and then charged back to the entity whose claim incurred that cost. In most situations are pass-through costs for services and/or fees not directly generated by the TPA, but rather by a third-party consultant where the TPA has acted as an agent on behalf of the entity to necessarily outsource services to a third-party consultant and/or miscellaneous fees applicable to the specific claim applied by an outside entity, such as a court or copy service. Below, George Hills has provided a list, by no means an exhaustive list, of typical allocated expenses.

- Fees of outside counsel for claims in suit, coverage opinions and litigation, and for representation and hearings or pretrial conferences;
- Fees of court reporters;
- All court costs, court fees, and court expenses;
- Fees for service of process;
- CMS reporting costs and fees (ExamWorks);
- Costs of undercover operatives and detectives;
- Costs for employing experts for the preparation of maps, professional photographs, accounting, chemical or physical analysis, or diagrams;
- Costs for employing experts for the advice, opinions, or testimony concerning claims under investigation or in litigation or for which a declaratory judgment is sought;
- Costs for independent medical examination or evaluation for rehabilitation;
- Costs of legal transcripts of testimony taken at coroner's inquests, or criminal or civil proceeding;
- Costs for copies of any public records or medical records;
- Costs of depositions and court reporting;
- Costs and expenses of subrogation, (if not George Hills);
- Costs of engineers, handwriting experts, or any other type of expert used in the preparation of litigation or used in a one-time basis to resolve disputes;
- Witness fees and travel expenses;
- Costs of photographers and photocopy services (if not George Hills—our costs for this is included in our rate);
- Costs of appraisal fees and expenses not included in flat fee or performed by others;

**ATTACHMENT E  
SPECIAL CLAIMS HANDLING FORM**

**Effective:**

**CLIENT NAME:** \_\_\_\_\_

These are client-specific instructions and are to be used in conjunction with George Hills' Best Practices. Claims adjusters handling \_\_\_\_\_ claims will follow these standards and instructions. Information on who to contact at \_\_\_\_\_ and all questions or comments related to these instructions should be directed to \_\_\_\_\_.

**City Council Meetings:**

**Date(s):** \_\_\_\_\_

**Location(s):** \_\_\_\_\_

**E-mail Protocol:**

The Subject line of each e-mail must be formatted as follows: Claimant Last Name, Claimant First Name, DOL, Type of E-Mail (i.e. Request for Settlement Authority, Status Update, and Closing Report).

**Investigation:**

Upon receipt of the new claim from the client, the Claims Supervisor will review the matter and assign it to the appropriate adjuster as follows (*provide clear plan of action to adjuster*):

Initial contact with the claimant and with the client must be made by the adjuster within 24 business hours of receipt of the assignment.

- GH contact individual department(s) directly
- GH must contact designated point person at all times
- Other: \_\_\_\_\_

Statements should be obtained from claimants and witnesses whenever possible. Discretion should be used when determining if the statement should be recorded.

- GH to request authorization to contact client employee(s)
- GH to take a statement from client employee(s)
- GH to interview client employee(s) only

Requests for internal reports, photographs, contracts and/or other documents to be made to the following:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Field Work:**

- No, does not need pre-authorization
- Yes, needs to be pre-authorized by client

**Retention of Additional Services (appraisers, translators and copy services):**

- No, does not need pre-authorization
- Yes, needs to be pre-authorized by client

**Report Timeframes:**

- **Internal Reporting:** All non-litigated files with reserves less than \$ \_\_\_\_\_ are reported internally only.
  - Preliminary Report-PRELIMINARY REPORT (in the templates) is to be completed within 7 days of assignment. The report is to be reviewed by \_\_\_\_\_ . Where appropriate, necessary addressees will be included on a case-by-case basis (i.e. carriers, etc.)
  - Investigative Report: INVESTIGATIVE REPORT is to be completed within 30 days. Send to \_\_\_\_\_ for review, providing all appropriate investigative findings, photographs, reports, etc.
  - Status Reports: STATUS INTERNAL – EXTERNAL are due at 30-Day intervals, ONLY if new information is obtained. If no new information has been developed, make a notation in the file notes as to reason status report is not being completed and date when next report will be due. Again, the report is to be sent to \_\_\_\_\_ for review and approval.
- **External Reporting:** Files with reserves exceeding \$ \_\_\_\_\_ and all litigated claims must be reported externally.
  - Report at same interval as Internal Reports
  - Files with indemnity reserves exceeding \$ \_\_\_\_\_ should be addressed to \_\_\_\_\_.
- **Litigated files**
  - Address Report to \_\_\_\_\_ and send to her after review and approval by \_\_\_\_\_.



**Reserves:**

Per the client's request, we will set reserves up to the:

SIR

Or

Full value of the claim

GH can set indemnity reserves up to \$\_\_\_\_\_ (after \$\_\_\_\_\_ must get approval from client).

If indemnity reserves should to be over \$\_\_\_\_\_, or for any subsequent increases, the claims adjuster needs to submit request to the client with a cc to Account Manager for approval.

**PROTOCOL FOR LARGE LOSSES**

Separate reserves are to be established for indemnity and expense.

We do reserve for GH's expenses

We do not reserve for GH's expenses

**Indexing:**

All bodily injury claims that are being pursued must be indexed.

Notice only matters or precautionary Bodily Injury (BI) claims that are not pursued do not need to be indexed.

**Medical Authorizations:**

Medical Authorizations should only be sent to the claimant once liability is determined to be adverse to the client.

Medical authorizations should go out as soon as it is determined that a BI claim is being pursued.

**MMSEA:**

The RRE number for \_\_\_\_\_ is RRE#\_\_\_\_\_.

**Tenders:**

The client uses subcontractors for the following work (e.g. Arborist):

Tenders to the client by third parties should be reviewed by the adjuster, taking into consideration the allegations/facts of the claim and the language of any applicable contract/contracts and Certificates of Insurance. Then a recommendation should be made to the client as to whether or not the tender should be accepted. Discuss with the client whether the acceptance of tender should include a reservation of rights.

The adjuster must review the possibility to tender claims to third parties based on the allegations/facts of the claim and the applicable contract/contracts and Certificates of Insurance. The tender should be made to the vendor as well as the insurer for which the client is an additional insured.

**Settlement Instructions (Only after Client has provided authority to tender):**

GH's adjusters have \$ \_\_\_\_\_ in settlement authority. The Account Manager has up to \$ \_\_\_\_\_ in settlement authority. All authority requests above the adjuster's authority must be submitted to \_\_\_\_\_ for review.

**Rejection of Claims:**

Clients position regarding rejection(s)(*e.g. if government so dictates, a claim will be rejected for insufficiency*):

Protocol for requesting authorization to reject (*e.g. who sends out, denial letter to be sent simultaneously with rejection outlining reason for rejection*):

**Litigated Files:**

When a file goes into litigation, the adjuster is to update GH's system (SIMS) to reflect that the claim is in litigation and other pertinent coding information associated with the suit. Indicate below Adjuster's involvement once a case goes into litigation.

Closing Files, Client Must Be Advised By *(Only if client requires prior notification)*:

- Email
- Phone
- Email and Phone
- SIMS Closing Alert
- Other \_\_\_\_\_

**Additional Comments and Information**

**1. Retention of independent adjusters, experts, use of IMEs and surveillance** *(e.g. Client must approve the use of experts, IMEs and surveillance)*:

This form has been reviewed and completed by the individual identified below, who warrants they have the authority to execute this form on behalf of \_\_\_\_\_.

\_\_\_\_\_  
Date

BY: \_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature

FIRM	Cost	Proposal Qualifications	Special Programs/ Services	Additional Fees
YORK	FY2012-13 - \$83.50 per hour; Overtime \$120.00 hour; Administration \$3,000; FY2013-2014 3% increase or CPI whichever is less; FY 2014-2015 - Same as above; Secretarial \$7.00 per page/form; Claim Set Up \$25.00 per claim; Mileage IRS Rate; Photocopies 25 cents per page; Photographs \$2.50 per photo; Video Recordings \$1.00 per CD;	35+ years of adjuster(s) experience (Dan Lamb); Access to Claims System (Claims Connect); Reserving - Ultimate Net Loss; Received glowing audit from CSAC-EIA; Good Public Entity Experience	Training on Liability issues at no cost; Risk & Safety Control Services and Webinars; Written Safety Programs; Property Recovery Services;	Risk Control Pricing at \$120 per hr.
George Hills Company	\$79 per hour with a cap of \$95,000; 2nd and 3rd Year cap to be mutually negotiated; Mileage at IRS rates; No additional costs for secretarial, photocopies, etc.; Data conversion is no charge for all open claims. For closed files - not to exceed \$5,000	30+ Years Adjuster Experience (Chuck Torretta); Extensive Public Entity Exp.; Reserving - "Most Likely Result"; Access to Claims System (IVOS); offices located throughout California	Loss Prevention Services through Willis; Training and RM Services through Capstone; PI/Sub-Rosa through Sanchez	Risk Control \$85 hr; Subro/Fraud \$79 hr; Training \$125 per hour

AIMS	<p>\$80 per hour; Claim File Set Up \$37.50 each; Telephone, Secretarial, Photocopy and Claims System access included in price; Indexing Fee \$6.30; Photographs \$2.50; Mileage 60 cents per mile; Audio Cassettes \$3.50 each; Administrative Fee \$1800.00 per year; Data Conversion \$10,000. \$85,000 Cap; OR Flat Fee of \$76,832.00 and Year 2 + CPI-U; Year 3 CPI-U plus Year 2.</p>	<p>Adjuster not assigned yet; Senior Adjuster with very good public entity exp.; Access to Claims System (DAVID); Reserves - Ultimate Probable Cost; Overall good public entity experience;</p>	<p>Training classes; Subrogation; Critical Incident Deployment Team</p>	
Corvel	<p>\$\$65 per hour; Mileage at 58 cents per mile; Photos at \$2.00 per photo; File Set Up \$35.00; Office Charges at 8% per bill; Loss Intake by phone or fax \$35 per claim; Incident Only Reporting \$35 per phone or fax; Indexing \$7.00 per index; Administration Fee \$4,500</p>	<p>Adjuster has 10+ years experience and Supervisor has 30+ years; Claims management system is CorVel's proprietary system but we would have access; Reserving - probable cost of the claim; good public entity experience</p>	<p>In-House training for liability exposures;</p>	

IAS Claims Service	<p>2012-2013: \$75.00 hr; 2013-2014: \$80.00; 2014-2015 \$82.50; Overtime Adjusting Services \$100.00; Secretarial \$9.00 per form/page; Claim Setup \$25.00 per claim; Mileage IRS Rates; Photocopies \$.20 per page; Color Copies \$.75 per page; Photographs \$2.00; Audio Cassettes/Video Cassettes - cost; Index Reports \$18.00 per submission; Bank Charges - cost; QISS RMIS Charge \$1,000 per year; Data Conversion: \$100.00 per hour. Annual Admin Fee \$3,500.</p>	<p>Public Entity Exp good; Lead Adjuster has 34 years experience; higher than normal turnover; Claims System QISS with access capabilities; Claims Data Host in Texas; Office located throughout California; Reserves - Ultimate Probable Value</p>	<p>Earthquake and Flood Response; Fllet Management Training; Speakers for District meetings; Safety Inspections/Loss Prevention</p>	
JT2	<p>\$80,000 Flat Fee subject to a cap of 80 new claims per year. \$965 per each addt claim over 80; Field Services at \$65 per hour; Mileage at .65 per mile; Photocopies \$.30 each; Official Reports - cost; Adjusters Expenses - Cost; Photograph's \$2.00 each; CD's/Cassettes \$10.00 each/\$3.00 each; New File Set up One hour; Transcription - \$6 per page</p>	<p>Claims Supervisor 24+ years of experience and Adjuster with 30+ years; JT2 is paperless and have on proprietary claims system; Reserves - Ultimate probable outcome; Good experience with public entities</p>	<p>Safety Inspections; Claim File Audits; Safety and Health Consulting Services</p>	

Carl Warren	\$80 per hour; \$120 per hr for overtime; Mileage is 55 cents or IRS mileage whichever is greater; Color Photocopies \$.50 per copy; Video Cassettes; \$10 each; Data Processing \$35 per suffix; Indexing \$18 each; MMSEA \$45 each; RMIS \$6,000 annually; Administrative Fee \$2,400 annually;	Good Public entity experience; administer Conejo's claims; 20+ years of experience for adjusters; plan on using 3 adjusters - Northern; Central and Southern California???. proprietary claims system w/ access; Reserving on a case by case basis;	Quality Assurance; Claims Review;	
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**Agenda Item 8.F**

**DISCUSSION/ACTION MATTERS**

**SUBJECT: Consideration of Extension of York Contract**

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**BACKGROUND AND STATUS:**

Our three-year contract with York Risk Services Group expired 6/30/2018. As a few of you may recall, we went out for a Request for Proposal in 2012 for Workers' Compensation Third Party Administration Services. We interviewed several vendors and decided to continue with York Risk Services because of their administration services price and because we knew who our adjuster would be. When new vendors submit a proposal for TPA services, most of the time they do not have an adjuster hired prior to being awarded a contract which is difficult to move the contract because you do not know who you will be working with and what their qualifications are.

York has proposed a 3-Year extension of the agreement with a slight increase in rates as outlined in the contract amendment.

When we originally went out for RFP in 2012, York's prices in their proposal were significantly lower than the final candidates we were considering. Which made the decision easy. The current proposed prices for the three-year extension are still lower than most of the vendors that proposed back in 2012.

The service that we have received from York Risk Services has been very good especially the past 2-3 years. We had a turnover issue in the initial years of the contract which was reflected in their audit reports, but this has been corrected. York is closing more claims than we are opening which has helped in our overall WC funding.

Attached is the 2012 RFP responses (cost proposals) for CAPRI's WC Program. The Committee in their deliberation narrowed the choices to: York Risk Services; LWP and AIMS. LWP's administration charges were comparable to York's; however, their proposal was weighted heavier on the fees.

It is staff's recommendation that we approve the 3-Year contract extension with York Risk Services. They are doing a good job. Changing TPA's can be a very difficult process with the moving of claims to a new system especially in WC, getting up to speed with the files and then establishing a relationship with the members. With the new Executive Director coming on Board, staff recommends that we keep York Risk Services on contract and after the new Executive Director comes on Board, he/she can determine if going out for an RFP for TPA Services is warranted.



**RECOMMENDATION:**

Recommend approval of 3-year extension with York Risk Services.

**REFERENCE MATERIALS ATTACHED:**

3-Year Amendment with York Risk Services.  
Current Contract with York Risk Services  
Cost Proposal Comparison of 2012 Responses

**AMENDMENT TWO TO THE  
WORKERS' COMPENSATION SELF-INSURANCE  
CLAIMS ADMINISTRATION AGREEMENT**

This Amendment Two to that certain Workers' Compensation Self-Insurance Claims Administration Agreement dated as of July 1, 2012 and as subsequently amended (collectively the "Agreement") by and between California Association for Park and Recreation Indemnity (CAPRI) ("Client") and York Risk Services Group, Inc. ("York").

WITNESSETH

WHEREAS, the parties wish to extend the term of their Agreement;

WHEREAS, the parties wish to amend the fee schedule of the Agreement as set forth herein; and

WHEREAS, York has moved to a new corporate office and herein provides notice of the address change for purposes of Client providing any notice to York as required by the Agreement.

NOW, THEREFORE, in consideration of the mutual promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Section 1 of the Agreement entitled "Term of Agreement" shall be revised to include the following contract period:

"The term of this Agreement has been extended to include the period from July 1, 2018 through June 30, 2021."

2. Effective July 1, 2018, the provisions set forth in Exhibit A of the Agreement shall no longer apply. From and after such date, the provisions set forth in the attached Exhibit A shall apply instead.
3. The Agreement is hereby revised so that any notice to York shall be sufficient if sent via certified or express mail (with capacity to demonstrate receipt) and addressed to:

York Risk Services Group, Inc.  
Attn: Jody A. Moses, Senior Vice President  
333 City Blvd. West, Suite 1500  
Orange, CA 92868

With a copy to:

York Risk Services Group, Inc.  
Attn: Michael Krawitz, General Counsel  
One Upper Pond Road  
Building F, 4th Floor  
Parsippany, NJ 07054

4. All other terms of the Agreement shall remain in force and unchanged. Any conflicts between this amendment and the original Agreement, including any prior executed amendments, shall be superseded by the terms provided herein.

In Witness Whereof, the parties have executed this amendment to be effective as of July 1, 2018.

CALIFORNIA ASSOCIATION FOR  
PARK & RECREATION INDEMNITY

YORK RISK SERVICES GROUP, INC.

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Jody A. Moses

Title: \_\_\_\_\_

Senior Vice President

## **EXHIBIT A**

<b>WORKERS' COMPENSATION CLAIMS ADMINISTRATION SERVICES</b>		<b>FLAT ANNUAL FEE</b>
July 1, 2018 – June 30, 2019		\$211,573
July 1, 2019 – June 30, 2020		\$217,920
July 1, 2020 – June 30, 2021		\$224,458
<b>PRICING NOTES</b>		
<p>The annual flat fee proposed contemplates handling all claims activity in a 12-month period (claims already open at the beginning of the 12-month term and any new claims reported during the 12-month term). The pricing quoted includes all indemnity, future medical and medical only claims as listed. The flat annual fee includes all services detailed in this proposal, including, but not limited to, the ancillary services listed below.</p>		
<b>Ancillary Services included in flat annual fee</b>		
Excess Reporting Account Management Data Management Trust Account (Excluding Check and Bank Charges) Management Attendance at Claim Review Meetings	Monthly Computer Loss Information Special Quarterly and Annual Reports Claim Reporting (fax, telephonic) On-Line 5020 Reporting Preparation of 1099's Annual Stewardship Report Standard Reporting Requirements	

**Managed Care Fees:**

DETAIL	FEE		
<b>MEDICAL BILL REVIEW – WORKERS COMPENSATION</b>			
	Year 1	Year 2	Year 3
Fee Per Bill	\$9.50	\$9.60	\$9.70
PPO	23%	24%	25%
Negotiated Savings			
<b>CASE MANAGEMENT</b>	<b>FEE</b>		
	Year 1	Year 2	Year 3
Telephonic Nurse Case Management – Per hour	\$98	\$99	\$99
Field Nurse Case Management - Per hour	\$98	\$99	\$99
Mileage	IRS Rate	IRS Rate	IRS Rate
<b>UTILIZATION REVIEW</b>	<b>FEE</b>		
	Year 1	Year 2	Year 3
Medical Coordinate/Nurse Review	\$65/\$145/\$145	\$67/\$147/\$147	\$69/\$149/\$149
Medical Director/Peer Review	\$200	\$200	\$200
Specialty Review/Appeals	\$400	\$400	\$400

<b>Optional Medicare Reporting &amp; Medicare Set Asides (MSAs)</b>	
Medicare Reporting	No charge
Standard MSA with or without submission to CMS for approval	\$2,750.00 flat rate
Final Settlement Document Submission	\$75.00 flat rate
SSA and SSDI Checks	\$125.00 per hour
Medicare Check	\$50.00 flat rate
Conditional Payment Investigation	\$150.00 flat rate
Conditional Payment Resolution	\$125.00 per hour

## Optional Investigation Services

York charges \$95.00 per hour plus expenses at the rates outlined below.

### **Allocated Expenses for Investigation Services**

<i>Expenses</i>	<i>Rates</i>
Miles	Prevailing IRS rate
Photographs	\$2.50 per color print
Photocopying	\$ .25 per page
Telephone Charges	Included
Secretarial Services	\$6.00 per page
File Set Up	\$25.00 per file
Audio Cassettes	\$3.00 per cassette
Video Cassettes	\$15.00 per cassette
Other Expenses	At cost
Data Conversion	Included

### **Allocated Loss Adjustment Expense (ALAE)**

- Fees of outside counsel for claims in suit, coverage opinions and litigation and for representation at hearings or pretrial conferences.
- Fees of court reporters and all court costs, court fees and court expenses
- Fees for service of process
- Costs of undercover operatives and detectives
- Costs for employing experts for the preparation of maps, professional photographs, accounting, chemical or physical analysis, diagrams
- Costs of legal transcripts of testimony taken at coroner's inquests, criminal or civil proceedings
- Costs for independent medical examination or evaluation for rehabilitation
- Costs for copies of any public records or medical records
- Costs of depositions and court reported or recorded statements
- Costs and expenses of subrogation
- Costs of engineers, handwriting experts or any other type of expert used
- Witness fees and travel expenses
- Costs of photographers and photocopy services
- Costs of appraisal fees and expenses
- Costs of outside investigation, signed or recorded statements
- Managed care services, excluding NCM/TCM which are medical expenses or the flat annual option

**FIRST AMENDMENT TO THE WORKERS' COMPENSATION  
SELF-INSURANCE SERVICE AGREEMENT (Dated Effective as of July 1, 2012)**

This First Amendment to that certain Workers' Compensation Self-Insurance Service Agreement dated as of July 1, 2012 and all amendments and exhibits collectively (the "Agreement") by and between CALIFORNIA ASSOCIATION FOR PARK AND RECREATION INDEMNITY (CAPRI) ("Client") and YORK RISK SERVICES GROUP, INC. ("YORK");

WITNESSETH

Whereas:

The parties wish to extend the term of their Agreement as reflected below; and

The parties wish to revise the Consideration term of the Agreement as reflected below.

NOW THEREFORE

The parties hereby agree as follows:

1. Paragraph 1 entitled "Term of Agreement" shall reflect the following:

"This Agreement is effective July 1, 2015, and shall be continuous through June 30, 2018."

2. Paragraph two, entitled "Consideration" shall be revised to reflect that the annual fee shall be as follows:

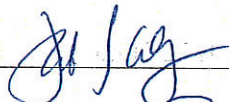
07/01/2015 – 06/30/2016:	\$192,990.00 (One hundred ninety-two thousand, nine hundred and ninety.)
07/01/2016 – 06/30/2017:	\$198,780.00 (One hundred ninety-eight thousand, seven hundred and eighty.)
07/01/2017 – 06/30/2018:	\$204,743.00 (Two hundred and four thousand, seven hundred forty-three.)


3. Except as noted above, the Agreement shall remain unchanged.

In witness whereof, the parties have executed this amendment as of the date below and with an agreement effective date of July 1, 2015.

CALIFORNIA ASSOCIATION FOR PARK AND RECREATION INDEMNITY (CAPRI)  
6341 Auburn Blvd., Suite A  
Citrus Heights, CA 95621-5203

YORK RISK SERVICES GROUP, INC.  
333 City Boulevard West, Suite 1500  
Orange, CA 92868

By:   
Printed Name: Patrick T. Cabulagan

By:   
Printed Name: Jody A. Gray

Printed Title: Administrator

Senior Vice President

Date: 4/29/2015

Date: May 4, 2015

WORKERS' COMPENSATION  
SELF-INSURANCE CLAIMS  
ADMINISTRATION AGREEMENT

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This Agreement is entered into by and between the California Association for Park and Recreation Indemnity (CAPRI), hereinafter referred to as "CLIENT," and YORK RISK SERVICES GROUP, INC., a New York Corporation, hereinafter referred to as "YORK."

RECITALS

1. WHEREAS, CLIENT desires to retain YORK pursuant to the terms and provisions of the Agreement to provide claims administration services on claims arising out of CLIENT's self-insured program which have been assigned by CLIENT to York and that it is legally authorized to retain YORK on the terms and conditions set forth herein;
2. WHEREAS, CLIENT and YORK have agreed to enter into a Service Agreement for claims administration services on the terms and conditions set forth herein;
3. NOW THEREFORE, for and in consideration of the promises set forth hereinabove, and other good and valuable considerations, the receipt and sufficiency of which is hereby acknowledged, YORK and CLIENT agree as follows.

TERMS AND CONDITIONS

1. Term of Agreement

This agreement is effective July 1, 2012 and shall be continuous through June 30, 2015. The Agreement shall be automatically extended for additional one-year terms as of each anniversary of its commencement unless prior to that time it has been terminated in accordance with the provisions of this Agreement; and provided further that upon any extension of this Agreement, the extension shall be upon the same Terms and Conditions as set forth in this Agreement unless the parties mutually agree in writing to amend its provisions.

2. Consideration

- a. YORK's Claims Administration annual fee shall be:
  - 7/1/12 - 6/30/13: \$173,250
  - 7/1/13 - 6/30/14: \$178,500
  - 7/1/14 - 6/30/15: \$183,800



- b. The Claims Administration fees are payable monthly, due on the first (1<sup>st</sup>) and payable by the tenth (10<sup>th</sup>) of the month.
  - c. It is recognized that the Claims Administration fee as negotiated each year represents the expense of administering and adjusting Workers' Compensation claims that arise out of CLIENT'S self-insured workers' compensation program and that are assigned by the CLIENT to YORK. The Claims Administration fee covers the expense involved in processing claims to their ultimate conclusion as long as YORK continues to provide Claims Administration services pursuant to the terms of this Service Agreement or any renewal or further Service Agreement.
  - d. During the period of this contract, YORK will store, at its expense, closed files for the period of five years from the date of closure. After this period, files will either be returned to CLIENT or stored by YORK at CLIENT'S option and expense. If stored by YORK, CLIENT will be charged a one-time inventorying fee of \$1.00 per file and monthly storage at the greater of \$1.50 or our current cost per box of files per month.
  - e. YORK's complete Cost Proposal in response to CLIENT's request for proposals is attached as Exhibit A - PRICING, and is incorporated herein by reference.
3. Responsibilities of YORK
- a. Claims Administration

YORK agrees to provide claims service for CLIENT's Workers' Compensation exposure in the State of California as required by the regulatory bodies of said State and at a level acceptable to CLIENT. CLIENT's Scope of Services is attached as Exhibit B.
  - b. Management Information System
    - (1) YORK agrees to maintain claims and cost data as well as estimates of future claims liability on an individual claim basis.
    - (2) YORK will provide management information service to CLIENT as agreed upon by the parties.
    - (3) YORK retains all ownership rights to its computer programs, including any improvements and/or additions made to such computer programs during and/or in the course of YORK's performance under this Agreement, whether or not such improvements and/or additions were made at the direction, request or suggestion of CLIENT. However, CLIENT retains all ownership rights to the claim-related data. In the event of a

cancellation of YORK's service, CLIENT is entitled to a complete electronic data file of all claims and payment information, as well as a complete format of the electronic data file(s), and all written records maintained by YORK on behalf of CLIENT.

c. Medical Cost Containment and Management

YORK agrees to provide medical cost containment and management services through its affiliate, WellComp Managed Care Services, Inc. ("WellComp"). Services to be provided include, but are not limited to, repricing of medical bills to the Official Medical Fee Schedule, repricing of medical bills based on network contracts, pre-negotiated agreements for medical services, Utilization Review pursuant to Labor Code 4610, optional use of the WellComp Medical Provider Network established pursuant to LC 4616, and nurse case management services.

4. Responsibilities of CLIENT

CLIENT shall report all workers' compensation claims and provide all information available in a timely manner, cooperate and assist in the investigation of claims as may be necessary to administer its claims. CLIENT shall maintain a balance in the account administered by YORK sufficient to pay all workers' compensation benefits, costs and expenses. CLIENT may refuse the services of any vendor selected by YORK. CLIENT agrees that YORK retains ownership of its programs, processes, forms and methods and will not use or disseminate them without written consent of YORK.

5. Claim Payment Fund

- a. The parties agree that YORK will pay claim expenses from a fund established by CLIENT and funded by CLIENT. CLIENT will maintain the fund at an amount sufficient to cover the expense of the Workers' Compensation claims. YORK agrees to make its records available to CLIENT for audit purposes at all times.
- b. Claim expenses are defined as medical, temporary or permanent disability, allocated claim expense, rehabilitation expense, claim, and all other Workers' Compensation benefits payable to the injured employees or dependents of CLIENT.
- c. Allocated claim expense includes such costs as legal fees, court costs, court reporters, expert witnesses, investigation, photocopy, subpoena, photographic, fees to undercover operatives, depositions, bill review, utilization review, and certain special costs as may be required. YORK may perform on-site copy service. Allowable photocopy charges are billed to the file under allocated claim expense.

6. Termination

Either party may terminate this Agreement by providing written notice sixty (60) days in advance to the other. In the event of termination, YORK will be obligated to provide all data, records and information developed with respect to CLIENT's business, including all loss records, to CLIENT or its designated agent on the date established by CLIENT. YORK will provide the records in good condition and will assist in any transition as may be desired by CLIENT.

7. Insurance Coverage

a. Blanket Fidelity Bond

YORK shall maintain a blanket fidelity bond (or equivalent insurance such as Third Party Crime Insurance) in an amount not less than Two Million Dollars (\$2,000,000.00), with an insurer or approved corporate surety covering any and all principals, officers and employees involved in performance of the Agreement and the trust fund (imprest) account.

b. Errors and Omissions Insurance

YORK shall maintain Errors and Omissions Insurance in an amount not less than Two Million Dollars (\$2,000,000.00) per occurrence and aggregate.

c. Commercial General Liability Insurance

YORK shall maintain commercial general liability insurance in the amount not less than Two Million Dollars (\$2,000,000.00) which shall be primary over any other insurance carried by CLIENT. A certificate of insurance naming CLIENT as an additional insured shall be provided to CLIENT.

8. General Conditions

- a. YORK shall indemnify, hold harmless and defend CLIENT, its agents, employees, assigns, successors, officers and directors against any and all loss, damage, fines, liability, costs and expenses, including reasonable attorney fees and costs that CLIENT may become obligated to pay due, to the extent attributable to the negligent or otherwise wrongful acts or omissions of YORK, its agents, employees, officers or directors. CLIENT agrees to notify YORK immediately in writing of any claim, demand, notice of liability or action. Notwithstanding the immediately preceding two sentences, YORK shall not be obligated to indemnify CLIENT, its agents, employees, assigns, successors, officers and directors to the

extent that any such loss, damage, fines, liability, costs and expenses is attributable to the negligent or otherwise wrongful acts or omissions of CLIENT, its former claims administration service provider or any other party.

- b. CLIENT shall indemnify, hold harmless and defend YORK, its agents, employees, assigns, successors, officers and directors against any and all loss, damage, fines, liability, costs and expenses, including reasonable attorney fees and costs that YORK become obligated to pay due, to the extent attributable to the negligent or otherwise wrongful acts or omissions of CLIENT, its agents, employees, officers or directors.
- c. The services to be rendered by YORK are to be within the standards for administration of workers' compensation claims. In the event CLIENT directs YORK to follow a specific course of action in the handling of any claim, it shall indemnify, hold harmless and defend YORK against any loss, cost or expense, including reasonable attorney fees and costs, incurred in any claim for damages related to that course of action. Notwithstanding anything to the contrary herein, YORK shall not be held responsible or liable for any obligations pursuant to agreements or contracts between third parties and CLIENT.
- d. Penalties and self-imposed increases resulting from the failure of CLIENT to provide timely notice of claims (within seven days of CLIENT's knowledge of injury) or such other employer obligations as awarded or imposed pursuant to Labor Code Section 5814 and Labor Code Section 4650(d) are and shall be the sole responsibility of CLIENT, and CLIENT agrees to indemnify, defend and hold YORK harmless from the imposition of such penalties and self-imposed increases. Penalties and self-imposed increases resulting from the negligent or otherwise wrongful acts or omissions of YORK as claim administrator are and shall be the sole responsibility of YORK, and YORK agrees to indemnify, defend and hold CLIENT harmless from the imposition of such penalties.
- e. The parties understand the administration of a self-insured workers' compensation program requires the exchange of confidential medical information between CLIENT and YORK in order to ensure the prompt delivery of benefits and to evaluate the accommodation of work restrictions, either on a temporary or permanent basis. CLIENT acknowledges the provisions of Labor Code Section 3762 and agrees that CLIENT's designated employees responsible for the administration of CLIENT's workers' compensation program shall maintain the confidentiality required and abide by the restrictions on dissemination of claimants' medical information, records and reports. CLIENT's designated employees shall not disseminate medical information of claimants in violation of Labor Code Section 3762. YORK makes no

representations whether any particular disclosure or dissemination of medical information, reports or records by or between YORK and CLIENT's designated employees is or is not prohibited by Labor Code Section 3762, California Code of Civil Procedure Section 56, et seq., or any other provision of State or Federal law governing the privacy and confidentiality of medical information. In the event that a claim is made as a result of the release of confidential medical information by YORK, CLIENT authorizes YORK to pay all attorney fees and costs incurred in defense of the claim as an allocated expense.

- f. CLIENT agrees that any action to enforce the terms of this agreement or resulting from a dispute between the parties shall be filed in Placer County, California. In the event of such an action, the prevailing party may, in addition to any other relief it obtains, recover its attorney fees and court costs.

(The remainder of this page has been intentionally left blank.)

g. This represents the entire agreement between the parties and may only be modified in writing signed by both.

Accepted By:

California Association for Park and Recreation Indemnity (CAPRI)

By:   
Authorized Signature

Patrick T. Cabulagan  
Name (type or print)

Administrator  
Title

6341 Auburn Rd Ste A  
Ceres Heights CA 95021  
Address

\_\_\_\_\_  
Date

Accepted By:

YORK RISK SERVICES GROUP, INC.

By:   
Authorized Signature

Name: Jody A. Gray  
Senior Vice President

750 The City Drive, Suite 350  
Orange, CA 92868

\_\_\_\_\_  
Date

Approved as to Form:

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Attorney

Date: \_\_\_\_\_

Approved as to Budget Authority and Insurance:

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

EXHIBIT A - PRICING

CLAIMS SERVICES	
WORKERS' COMPENSATION CLAIMS ADMINISTRATION	
PROGRAM YEAR	ANNUAL FEE
Year 1	\$173,250
Year 2	\$178,500
Year 3	\$183,800
ADDITIONAL FEES	FEE
One-time cost for Data Conversion	\$0.00
PRICING NOTES	
<p>York's annual flat fee proposed contemplates handling all claims activity in a 12-month period (claims already open at the beginning of the 12-month term and any new claims reported during the 12-month term). The flat annual fee includes all services detailed in the Scope of Work, including, but not limited to, the ancillary services listed below and an independent audit before the end of the first year of the contract. The claims administration flat annual fee contemplates that the WellComp bill review and utilization review services (priced separately below) be fully integrated and bundled into the program.</p> <p>The program results York has delivered for CAPRI are indicative of the efficiency our claims process achieves within an integrated service model. That having been said, there are services that may make sense to unbundle, including, but not limited to, Investigation, nurse case management, ergonomic assessment and evaluation, and first call injury triage services. York will work collaboratively with CAPRI to identify qualified partners for those types of services that make sense to unbundle. Managed Care services are paid as an allocated cost to the claims file (pricing detailed below), as are Injury Triage or Field Investigation to determine issues such as AOE/COE and 3rd party liability. Cases requiring field investigations will be referred to an outside vendor with the Member's approval.</p>	
ANCILLARY SERVICES INCLUDED IN FLAT ANNUAL FEE	
<ul style="list-style-type: none"> <li>Claims Administration</li> <li>Telephone Investigation</li> <li>Subrogation Management</li> <li>Excess Reporting</li> <li>Account Management</li> <li>Data Management</li> <li>Trust Account (Excluding Check and Bank Charges)</li> <li>Management Attendance at Claim Review Meetings</li> <li>MMSEA Reporting Requirements</li> <li>Preparation of 1099's</li> </ul>	<ul style="list-style-type: none"> <li>Monthly Computer Loss Information</li> <li>Special Quarterly and Annual Reports</li> <li>Claim Reporting (fax, telephonic)</li> <li>On-Line 5020 Reporting</li> <li>Annual Stewardship Report</li> <li>Standard Reporting Requirements</li> <li>Customized programmed reports can be developed on an as needed basis for additional fees agreed upon between York and the Member.</li> </ul>

BILL REVIEW	
Fee Per Bill	\$9.50 per Bill (No per line fee and no charge for duplicates)
Network Fees	
PPO and Other Negotiated Savings	22% of savings
Fee Schedule Savings	
Professional and Other	0%
Facility (Inpatient and Outpatient)	0%
Usual and Customary Savings	0%
UTILIZATION REVIEW / PRE-CERTIFICATION	
Procedure Rate - Level 1	\$65.00 per UR event
Procedure Rate - Level 2	\$145.00 per UR event
PEER REVIEW	
Medical Director (Initial Review)	\$200.00 per Hour
Peer Reviews	\$400.00 per Hour
MEDICAL CASE MANAGEMENT	
Telephonic Case Management	\$98.00 per hour
Field Case Management	\$98.00 per hour, plus IRS Mileage Rate
MEDICAL PROVIDER NETWORK	
\$1,500 for Application \$65.00 per Claim Access (For the Life of the Contract) WellComp™ Managed Care Services 50/50 share of the negotiated contracted reductions below fee schedule	



## EXHIBIT B

### SCOPE OF WORK – CLAIMS ADMINISTRATION

#### General Work Requirements

York will assure specific compliance with the Workers' Compensation Laws of California and the Workers' Compensation Claims Administration Guidelines of CSAC-EIA. Specific duties will include:

- 1) Review on behalf of CAPRI all reports of injury as defined by Labor Code 3208 and 3208.1;
- 2) Maintain a diary that supports review of each file every 30 days, but in no event to exceed 45 days;
- 3) Establish prompt phone contact with the Districts, each injured employee, the employee's supervisor, and the medical provider;
- 4) Determine the benefits, if any, which should be paid or rendered under the California Workers' Compensation Laws upon receipt of each injury report;
- 5) Three-point contact shall be concluded within 24 hours after receipt or knowledge of a claim, including obtaining recorded statements of injured workers;
- 6) All return calls must be made within 24 hours;
- 7) Establish and maintain orderly, up to date, physical and electronic claims file on each reported claim. Each file shall be available to CAPRI for inspection with or without prior notice;
- 8) Maintain an estimate of the total cost of all reasonably foreseeable benefits and related expenses on each claim;
- 9) Pay on behalf of CAPRI from CAPRI funds, those sums that should reasonably be paid under the California Workers' Compensation Laws for each reported claim;
- 10) Assign with CAPRI approval an attorney where appropriate, and make a substantial effort to settle claims without assigning it to legal counsel;
- 11) Pay on behalf of CAPRI out of the CAPRI's funds all allocated loss adjustment expenses;
- 12) Fully cooperate with all audit requests by CAPRI or other associated agencies;
- 13) At York's expense, maintain claim file storage for the period of time required by law;
- 14) Report to the Board of Directors on specific claims periodically at Board meetings and other meetings.
- 15) All claims administration services performed shall comply with those provisions set forth in the CSAC-EIA Standards for Workers' Compensation Claims Administration Services (<http://www.csac-eia.org>)

### **Claims Management Information System**

York will meet the following data management and reporting requirements:

- 1) Assemble and submit data as required for State and CAPRI reports including the annual report to Industrial Relations, Self-Insurance Program Report, and annual actuarial studies performed on CAPRI's Workers' Compensation Program;
- 2) The TPA shall report appropriate claims to the Centers for Medicare and Medicaid Services in accordance with the MMSEA Act of 2007;
- 3) Reports generated by York shall be furnished to CAPRI in electronic form. CAPRI will also require certain reports to be provided in spreadsheet format (Excel) for analysis purposes, depending on the criteria of the request;
- 4) On a monthly basis, the following reports should be provided:
  - a. Check Register, preferably in Excel Format;
  - b. All Open Claims by claim type and by District;
  - c. Detailed report of all open claims, listed by District, for dissemination to each District;
  - d. Report listing all claims, including name, claim number, location codes, work comp class code, description of claim, injury and mechanism of injury, amounts paid, reserved and total incurred;
  - e. Administrative report containing number of claims, medical only, indemnity and reporting only, number of closed claims, number of active files assigned to each examiner, expenses paid for U.R., Nurse Case Management, Investigators, and attorneys, penalties paid, and other reports upon request.

On an annual basis, the following reports should be provided:

- a. Annual Self-Insurance Report as required by the State of California;
  - b. Vendor report in spreadsheet form, listing amounts paid to each vendor;
  - c. 1099 reports to each vendor.
- 5) Maintain loss data for claims reporting to State;
  - 6) Maintain loss data for OSHA Log 300 annual reporting.
  - 7) Provide claims system access to CAPRI staff and Districts as requested.

### **Claims Team and Claims Administration Services**

York shall utilize personnel who possess and maintain the following qualifications. Individuals who do not meet these qualifications shall not be utilized on CAPRI's account. York shall not substitute personnel without CAPRI's approval.

- 1) Claims examiners assigned to CAPRI's account must have a minimum of three years active claims adjusting experience as a claims examiner. A claims assistant may not be substituted for an experienced claims examiner without prior consent from CAPRI. Each examiner should have a case load of no more than 150 open indemnity claims at any time. In addition, it is

- preferred that a 2-to-1 ratio be maintained between claims assistants and claims examiner. CAPRI prefers the claims examiner(s) be assigned to CAPRI exclusively;
- 2) Examiners must have a Self-Insured Competency Certificate and must be supervised by an experienced claims person who has passed the State of California test for Administrator, Self-Insurance Plans issued by the Self-Insurance Plans Division of the Department on Workers' Compensation;
  - 3) York shall provide sufficient claim examiners to maintain a case load of no more than 150 open indemnity claims per examiner;
  - 4) York must have access to the claims Index system and Index all new claims filed and re-Index existing claims no less than annually;
  - 5) All claims denials require prior consultation and consideration by CAPRI;
  - 6) York must establish and maintain reserves for indemnity, medical care, expenses and future medical benefits;
  - 7) York must perform timely review and appropriate payment of benefits and bills;
  - 8) York must provide bills to CAPRI's chosen Bill Review provider within seven (7) days of receipt of billing, and allow for electronic transfer of bill review results and charges to claims files.
  - 9) York must assist and facilitate the enforcement of CAPRI's return-to-work program. CAPRI currently uses Norm Peterson and Associates for their return-to-work program.
  - 10) York, with CAPRI approval, will be responsible for controlling the referral and assignments of outside service providers, such as investigators, nurse case managers, and attorneys.
  - 11) Penalties paid by York through no fault of CAPRI shall be reimbursed to CAPRI. Overpayment of benefits that occurs due to no-fault of CAPRI shall be reimbursed to CAPRI as well. York shall employ measures to mitigate penalties and overpayments and ensure that CAPRI does not incur related expenses due to no fault of CAPRI.
  - 12) York shall submit a written analysis of the case/claim, including settlement options and recommendations to CAPRI at least ten (10) work days prior to any settlement offers or conferences. York will not have authority to settle CAPRI's cases without CAPRI approval.
  - 13) York will be responsible to identify subrogation opportunities and, in consultation with CAPRI, will be called upon to pursue subrogation. Legal action will require specific authority from CAPRI.
  - 14) York shall employ measures to protect CAPRI from abuse of the workers' compensation system or suspected fraud.
  - 15) York shall investigate every indemnity claim using three point contact, recorded statements, and with the approval of CAPRI assign to independent outside investigators and the Index

Bureau.

- 16) York shall utilize the Workers' Compensation Claim Administration Guidelines standards established by CAPRI's excess insurance carrier, CSAC Excess Insurance Authority.
- 17) Prior to June 30, 2013, York shall pay the cost of an independent auditor to measure adherence to the Scope of Work.

### *SCOPE OF WORK – MANAGED CARE SERVICES*

- 1) Managed Care Services are described as those which are intended to proactively administer a self-insured workers' compensation program, including nurse case management, utilization review and medical bill review.
- 2) Bill Review Services. The Managed Care provider will be required to perform bill review, which may include pharmacy review, and provide reports of such reviews to York.
- 3) Utilization Review Services. The Managed Care provider shall employ utilization standards and guidelines to review treatment requests and outline all review fees to include physician reviews and any automatic per file referral fees. The turn-around time for these services shall be at a time prescribed by CAPRI. Provider's medical director shall be Board certified as required by law.
- 4) Nurse Case Management. Provider shall provide telephonic and field case management. The assigned nurse case manager must be a licensed RN licensed and must have direct experience working with medical providers throughout California.

FIRM	WC Flat Annual Fee	Bill Review	2010 Per Bill Review Cost	\$ 2,106,919.00 Bill Review Savings	Total
<b>YORK</b>	\$173,500 Yr 1; \$178,500 Yr 2; \$183,800 Yr 3; No additional costs; <b>No Unbundled Pricing</b>	Fee Per Bill - \$9.50 per bill; PPO Network - 22% of Savings; Fee Schedule Savings Facility - 3.5%; Usual and Customary Savings - 3.5%	\$ 31,426.00	\$ 463,522.18	\$ 671,448.18
<b>LWP</b>	\$180,000 per year; <b>Unbundled \$108,000 per year;</b>	\$8:00 per bill (in and out of network); 24% of Savings;	\$ 29,772.00	\$ 505,660.56	\$ 715,432.56
<b>AIMS</b>	\$244,745 Yr 1; \$244,745 + CPI Yr 2; Year 2 + CPI Yr 3;	In Network - \$9 per bill plus up to 26% Savings; Out of Network - \$9 per bill plus 12% of savings; PPO selected up to 26% of savings;	\$ 29,772.00	\$ 547,798.94	\$ 757,570.94
<b>ASC</b>	\$220,000 per year; Flat fee with caps of 170 LT, 50 MO and 25 FM. Then \$1,000 per LT claim and \$150 per MO claim	Network - 28% of Savings; Pharmacy AWP minus 5% plus \$5 dispensing Fee			
<b>Metro RM</b>	\$473,766 Year 1; \$492,717 Year 2; \$512,246 Year 3	In Network - \$9 per bill plus 25% savings below fee schedule; Out of Network - \$8 per bill plus \$15% of savings below fee schedule; PPO fee for savings - 25%; Cap per bill: \$10,000 Flat fee per bill \$18			

FIRM	WC Flat Annual Fee	Bill Review	2010 Per Bill Review Cost	\$ 2,106,919.00 Bill Review Savings	Total
Athens	\$216,328 Yr 1; \$223,900 Yr 2; \$231,736 Yr 3; Unbundled \$290,664 Yr 1; \$300,837 Yr 2; \$311,367 Yr 3; If over 12% of inventory represented than \$1,200 per claim and \$165 Medical Only	Medical Fee Schedule \$8.50 per bill; Hospital In Patient and Outpatient Fee \$500 per bill; PPO Network \$22% of Savings; Annual Administration Fee \$10,000	\$ 28,118.00	\$ 463,522.18	\$ 717,968.18
Intercare	\$282,528 Annual with 3.5 escalation each year; \$5,000 one- time fee for data conversion;	In Network - \$15.00 flat rate per bill incl of PPO savings; Out of Network \$15.00 flat rate per bill; <b>PPO Fee for savings - None - included in the flat fee</b>	\$ 49,620.00	\$ -	\$ 332,148.00
Tristar	\$237,600 Yr 1; \$244,540 Yr 2; \$249,600 Yr 3	\$8.50 per bill; 25% of the incremental savings; Specialty Review 30% of Savings;			
ICS	\$230,000 Yr 1; \$240,000 Year 2; \$247,000 Year 3; Not to Exceed Conversion cost - UNBUNDLED	Through Diamond Bill Review - <b>Medical Bills \$3.00 Header per bill; \$1.00 per line; Inpatient Bills 20% of Savings; Outpatient 16% of savings; Out of Network Bills 25% of Savings; PPO Network 20% of Savings</b>	\$ 9,924.00	\$ 421,383.80	\$ 661,307.80
Zatz	\$480,997 Year 1; \$500,237 Yr 2; \$520,246 Year 3;	Bill Review \$1.85 per line with minimum of \$4.55 per bill			

<b>FIRM</b>	<b>WC Flat Annual Fee</b>	<b>Bill Review</b>	<b>2010 Per Bill Review Cost</b>	<b>\$ 2,106,919.00 Bill Review Savings</b>	<b>Total</b>
<b>Corvel</b>	\$249,000	\$9.50 per bill (out of network); \$14.50 per bill (MPN); PPO - 17% of savings;			
<b>Monitor</b>	N/A	N/A			
<b>HCRG</b>	N/A	In Network: Option A \$1.35 per line + PPO if applied; Option B \$7.25 flat fee per bill +PPO if applied; Option C: 8% savings + PPO if applied; Out of Network 12% Savings; PPO Fee 23% of Savings; Cap \$5,000 + PPO Charges			
<b>Lien On Me</b>	N/A	\$1.10 Per line; 10% of Savings of inpatient/outpatient; 23% of PPO Savings (26% for Blue Cross PPO); 20% of savings for Out of Network/Negotiated bills; 25% of savings for repackaged drugs			

**Agenda Item 8.G**

**DISCUSSION/ACTION ITEMS**

**SUBJECT: Consideration of 2018 – 2019 WC Dividends**

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**BACKGROUND AND STATUS:**

Every year, the Board of Directors reviews the overall financial position of each of the programs to determine if we can declare dividends to the membership. Bickmore Risk Services conducted an actuarial analysis of the Workers' Compensation program and have determined that the program is funded over the 90% confidence level. Prior to last year, we were funded between the 85% and 90% confidence level. We are right at the target funding of 90% or higher. Our WC program is adequately funded; however, based on the previous year's funding of the WC program it not where we want it to be.

Enclosed is a Workers' Compensation Program Dividend spreadsheet which shows how each year is positioned financially based upon each year's audited financials and current loss runs. The spreadsheet also shows the dividends that have been declared in past years.

In our last Board of Directors' meeting, the Board authorized staff to fund at approximately the 70% confidence level with the ultimate goal of getting to 70% in the future. It is recommended by the actuaries and by CAPRI staff that you fund at the 70% confidence level or higher.

Last year, the Board of Directors decided not to declare a dividend for the WC Program. Based on the overall confidence at just over the 90% confidence level and because we are only funding at the 65% confidence level, it is recommended that we not declare a dividend for this year. Hopefully, claims will continue to stabilize, and reserves will decrease so that we are funded significantly higher than the 90% confidence level, so we can declare dividends.

**RECOMMENDATION:**

It is recommended that CAPRI declare no dividends for the Workers' Compensation Program for 2018 – 2019.

**REFERENCE MATERIALS ATTACHED:**

Workers' Compensation Program Dividend spreadsheet



CAPRI  
Workers Comp Dividend Schedule  
07/01/16- 06/30/17

	2001/2002	2002/2003	2003/2004	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Open Claims Years Prior to 2001																	
Member Contributions	3,425,516	5,345,567	5,069,329	5,322,788	4,956,501	3,555,947	2,993,223	3,757,772	3,969,766	3,812,111	3,680,573	3,215,683	3,332,439	3,981,808	4,489,946	4,906,023	5,289,090
Safety Credits					(246,129)												
Investment Income	88,525	70,556	63,445	86,598	294,858	519,002	441,446	422,045	211,883	127,406	100,888	2,351	121,900	108,745	112,962	1,517	3,171
Rental Income																	
Misc. Income																	
CARPD Services																	
Admission Fee																	
Total Income (Per Audit Report)*	3,514,041	5,416,123	5,133,977	5,418,376	5,005,230	4,073,949	4,179,817	4,181,649	3,939,517	3,781,461	3,238,834	3,475,939	3,475,939	4,112,953	4,627,708	4,939,390	5,316,950
Mgmt/Admin Insurance Expenses (Per Audit Report)*	192,201	3,768,467	4,852,653	5,161,109	391,424	580,575	604,741	762,457	537,872	813,831	927,494	994,101.00	1,140,256.00	1,136,841.00	1,230,638.00	1,293,905.00	1,775,106.53
Actual Claims Expenses Per York Loss Run 6/30/XX																	
Total Expenses	192,201	3,768,467	4,852,653	5,161,109	7,576,907	1,466,892	2,923,239	2,497,524	2,922,872	2,678,961	3,606,873	3,862,877	2,631,956	2,153,929	5,429,723	2,020,530	1,150,841
Net Revenue/Loss	3,321,840	1,647,656	281,324	257,267	(2,963,101)	2,027,482	(93,311)	919,836	720,905	446,725	(752,906)	(1,118,144)	(296,273)	822,183	(2,032,652)	1,624,954	2,391,002
Dividends Paid / Declared	1,712,756	721,651															
10/25/2011	300,000																
8/15/2012	100,000	250,000															
8/21/2013	50,000	225,000															
8/1/2014		300,000															
8/1/2015																	
8/1/2016																	
<b>825,255</b>	1,159,084	151,005	281,324	257,267	(2,963,101)	2,027,482	(93,311)	919,836	720,905	446,725	(752,906)	(1,118,144)	(296,273)	822,183	(2,032,652)	1,624,954	2,391,002
825,255																	
Held For Open Years																	
<b>Ready for Distribution</b>																	<b>1,848,680</b>

**Agenda Item 8.H**

**DISCUSSION/ACTION ITEMS**

**SUBJECT: Consideration of 2018 – 2019 Liability/Property Dividends**

---

**BACKGROUND AND STATUS:**

Every year, the Board of Directors reviews the overall financial position of each of the programs to determine if we can declare dividends to the membership. Bickmore Risk Services conducted an actuarial analysis of the Liability/Property program and has determined that the program is funded in excess of the 90% confidence level.

Enclosed is a General Liability & Property Dividend spreadsheet which will show how each year is positioned financially based upon each year's audited financials and current loss runs. The spreadsheet will also show the dividends that have been declared. Overall, CAPRI is well funded in this program; however, there are a couple of years that are underfunded, and CAPRI has potential claim(s) out there which could have a significant impact on our surplus.

In our last Board of Directors' meeting, the Board authorized staff to fund at approximately the 65% confidence level for the Liability and Property program which is providing the membership with a prospective dividend (use of surplus funds to lower the premium).

Although CAPRI is funding at approximately 65% confidence level in the Liability and Property program, based on the actuarial report provided by Bickmore Risk Services it appears we are well funded. CAPRI has potential claims that could have an adverse impact on our surplus if we do not prevail in those cases

As a result, it is staff's recommendation that we declare a dividend in the Liability/Property program of \$250,000 from 2002 – 2003 fiscal year which is a little lower than last year.

The Liability/Property dividend would likely be paid in February 2018.

**RECOMMENDATION:**

It is recommended that CAPRI declare a dividend of \$250,000 in the Liability/Property program from the 2002/2003 fiscal year.

**REFERENCE MATERIALS ATTACHED:**

Liability/Property Program Dividend spreadsheet

CAPRI  
Liability Property Dividend Schedule  
07/01/16- 06/30/17

Liability Program	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
	1998/1999	1999/2000	2000/2001	2001/2002	2002/2003	2003/2004	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009	
									15 Months			
Member Contributions	1,995,501	1,874,370	1,781,578	1,781,335	2,081,147	2,458,499	1,855,737	2,096,431	3,102,998	2,365,562	2,721,784	
PARDEC Services		20,716	21,289	25,462	25,000	25,000	25,000	25,000	31,250	25,000	25,000	
Investment Income	585,555	518,625	831,888	512,700	557,711	253,706	45,849	256,021	593,639	637,237	482,745	
Misc Income	20,690	498	82	88	182	1,107	10					
Participation Fee			2,652	2,652	2,652	31,710	31,710	31,710				
CARPD Services												
Rental Income	20,376	13,080	19,187	21,225	22,626	23,162	24,489	25,878	33,722	17,500		
Total Income	2,622,122	2,427,289	2,656,676	2,343,462	2,689,318	2,793,184	1,982,795	2,435,040	3,761,609	3,045,299	3,204,529	
(Per Audit Report)												
Mgmt/Admin Expenses	339,622	345,855	341,478	354,358	361,961	381,428	413,885	422,061	565,367	515,085	368,624	
Insurance Expenses	599,193	486,800	384,000	380,500	574,743	602,406	586,000	523,991	833,604	698,733	653,498	
(Per Audit Report)*												
Property Losses Paid	50,409	34,922	156,431	100,645	210,841	251,764	377,615	544,154	366,308	982,884	241,335	
GL Actual Claims Expenses (Net Incurred)	581,684	175,052	332,932	355,080	515,584	242,134	423,152	378,848	640,394	1,239,917	1,718,717	
Per York Loss Run 6/30/XX												
Total Expenses	1,570,908	1,042,629	1,214,841	1,190,583	1,663,129	1,477,732	1,800,652	1,869,054	2,405,673	3,436,619	2,982,174	
Net Revenue/Loss	1,051,214	1,384,660	1,441,835	1,152,880	1,026,189	1,315,452	182,143	565,986	1,355,936	(391,320)	222,355	
Dividends Paid / Declared	1,111,240	707,516										
Dividends Paid / Declared		500,000										
		100,000										
Dividends Declared 8/15/12												
Dividends Declared 8/15/13												
Dividend Paid/Declared Aug 2014												
				100,000	75,000							
				325,000								
				300,000								
				255,352								
Future Dividend	(60,026)	77,144	366,835	172,528	951,189	1,315,452	182,143	565,986	1,355,936	(391,320)	222,355	
Property Reserve												
Total Available												
For Open Years												

CAPRI  
Liability Property Dividend Schedule  
07/01/16- 06/30/17

	Closed	Closed	Closed	Closed	Closed	Open	Open	Open	Open
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017		
2009/2010	2,720,909	2,720,909	3,053,845	3,053,768	3,219,906	3,314,511	3,389,795		
2,886,903	191,108	151,333	3,526	182,849	163,117	169,443	2,276		
317,824							1,814		
		8,228	16,103	32,400	33,600	37,200	38,400		
	2,912,017	2,880,470	3,073,474	3,287,685	3,416,623	3,521,154	3,439,845		
	335,976	373,877	377,561	389,430	563,469	659,844	571,741		
329,210	1,061,837	1,111,645	1,207,888	1,332,074	1,319,825	1,372,945	1,459,174		
1,092,720									
	387,943	638,193	626,375	368,298	1,225,463	312,294	124,435		
255,461	1,425,816	<b>758,753</b>	<b>527,625</b>	<b>1,683,332</b>	<b>1,668,515</b>	<b>781,794</b>	<b>713,905</b>		
823,291									
	3,211,572	2,882,469	2,739,449	3,773,134	4,777,272	3,126,877	2,869,255		
2,500,682									
	(299,555)	(1,999)	334,026	(485,449)	(1,360,649)	394,278	570,590		
704,045									
	(299,555)	(1,999)	334,026	(485,449)	(1,360,649)	394,278	570,590		

**Agenda Item 8.I**

**DISCUSSION/ACTION ITEMS**

**SUBJECT: List of CAPRI Services/Coverages Brochure**

---

**BACKGROUND AND STATUS:**

A little while back, the Board of Directors directed staff to create a brochure that outlined the list of services and coverages available to CAPRI members.

Staff has created a draft brochure (enclosed) that outlines the services (free and those with a fee) offered by CAPRI/Alliant/Excess Insurance Authority. The brochure outlines a list of coverages provided by CAPRI and the EIA.

We will discuss the brochure in greater detail at the meeting. We would take the brochure to a printer and put it on heavier stock paper and have them use the technology to improve the overall look of the brochure.

**RECOMMENDATION:**

Approve the content of the CAPRI Brochure of Services and Coverages.

**REFERENCE MATERIALS ATTACHED:**

List of CAPRI Services and Coverages Brochure

## CAPRI Member Services

### Contract Review

CAPRI and Alliant Insurance Services offers contract review services to assist members with insurance requirements, hold harmless agreements and Certificates of Insurance. Also, Alliant Insurance Services provides access to their Insurance Requirements in Contracts (IRIC) Manual to assist member with questions related to professional service providers, tenants, contractors and vendor contracts.

### Risk Management Legal Advice

Through our excess insurer, Excess Insurance Authority (EIA), the EIA's General Counsel is available to member districts for assistance and/or consultation on a variety of legal matters, such as: contracts, Brown Act, Public Records Act, litigated matters and other general governmental issues.

### Employment/Labor Law Legal Services

Members of CAPRI have access to the EIA's contract labor law attorney's for employment related legal services of the Primary Workers' Compensation and General Liability 1 programs receive access to EIA's contracted attorney, while all members are able to benefit from the library of webinars recorded and housed on EIA TV.

### Classroom / On-site Training

Through CAPRI and the EIA, members have access to instructor led training programs on a variety of health and safety topics.

### Toolbox

Through the EIA, members have access to Best Practices Library • Essential Job Duties • Job Safety Analyses • Information Sheets Library

### DMV Employer Pull Notice (EPN)

Through the EIA, the EPN allows members to monitor employee driving records using a DMV approved EPN Agent, A Check Global, all with just a few clicks of your mouse.

### Online Safety/Risk Management Training

Member Districts have access through the EIA to a comprehensive online training platform through Target Solutions. Training includes risk management, loss prevention, customer service, etc. Also, members can access the law enforcement training portal for your park rangers.

### Risk Assessment Tool

Through the EIA, members can evaluate their risk with a serious of online self-assessment questionnaires, created in partnership with In2vate.

### Direct Consultation

Through CAPRI and the EIA, our members have access to experienced team of consultants who are familiar with regulatory requirements put forth by Cal/OSHA and can help identify your organization's risks and provide customized, cost-efficient solutions.

### Certificate of Insurance Requests

Members can request through CAPRI and Alliant Insurance Services evidence of insurance and additional insured endorsements for various events, rentals, etc.

### Crisis Incident Consulting (CIC) Services

Through the EIA, members have MHN, members have access to CIC Services for employees following an unexpected work related death of a co-worker.

### Background Check Services

Through the EIA, Plexus Global provides members preferred pricing and value-added packages for your Employee Background Screening needs.

### Body Worn Cameras

Access to turn-key body-worn camera, software and secure cloud services, which include everything to get your own agency up and running, provided through our partnership with LensLock.

### Protective Footwear

The EIA gas partnered with Shoes for Crews (SFC) to offer an option for protective and slip resistant footwear at discounted rates.

### Drug and Alcohol Testing Consortium

Through the EIA, in-network pricing for drug and alcohol tests through e-screen and Alere Toxicology for both DOT regulated and non-DOT drivers. Includes Medical Review Officer (MRO) and Substance Abuse Professional (SAP) access.

### Protective Footwear

The EIA gas partnered with Shoes for Crews (SFC) to offer an option for protective and slip resistant footwear at discounted rates.

### Enterprise Risk Consultants (ERC)

Through the EIA, members have access to a pool of highly experienced risk management professionals in several areas of expertise, such as Accounting/Finance, Claims Management, Human Resources, IT, Risk Control and Risk Management for various staff transitions, special project work and many other scenarios.

### Crisis Incident Management (CIM) Services

Through the EIA, Pre- and post crisis incident services including webinars, situation assessment, media consulting, as well as communications and message management through Mainstream Unlimited.

### Certificates of Insurance Management

The EIA had contracted with Exigis LLC, an online certificate insurance tracking and management company to obtain and record proper evidence of insurance coverage from each organization with whom the members contract.

### Safety Data Sheet (SDS) Management

Efficiently customize and automate Safety Data Sheet libraries across your entire organization. Users have access to a comprehensive database of SDS documents to assist in library creation through EIA's partnership with Safe Tec.

**TO ACCESS ANY OF THE SERVICES MENTIONED ABOVE, CONTACT CAPRI.**

▪ No Cost

▪ Negotiated/Hybrid Rates

## Member

### Coverages Available

**Liability Program.** The Liability Program provides coverage to \$25 million per occurrence for general liability, auto liability and public officials errors and omission.

**Workers' Compensation Program.** The Workers' Compensation Program is experience-rated, meaning member contributions are adjusted based on loss experience. Statutory coverage limits.

**Property Program.** The risk-sharing Property Program for the first \$150,000 of coverage, subjected to a \$2,000 member deductible, and then CAPRI provides a group purchased commercial insurance policy through the Public Entity Property Insurance Program (PEPIP) that is specifically designed for public entities. Includes EQ, Flood, Boiler & Machinery and Auto Physical Damage.

**Crime Program.** This program offers protection for our members from loss of money and securities as a result of employee dishonesty, embezzlement, forgery and other criminal acts. The Crime Coverage Program provides \$1,000,000 in limits for employee theft, forgery or alteration, theft of money and securities, robbery and burglary, computer fraud, funds transfer fraud and money orders and counterfeit paper currency.

**Identity Fraud Expense Reimbursement Program.** This program provides our member's full-time employees and Board Members along with their families (residents of the same household limited to spouse, children under the age of 18 and parents) with identity fraud coverage. This coverage provides each full-time employee with a limit of liability for one loss of \$25,000 and a \$0 deductible.

**Special Events Program.** An optional program for members, allows easy access for transferring risk to individuals or groups using public facilities for events such as weddings, athletic events, fairs or parades being held on member's premises.

**Health Benefits.** Through the EIA, members can have group purchase health benefits such as: Health, Dental, Vision, Life, AD&D, EAP and other health related benefits.



# Menu of Services and Coverages



## Contact Information:

6341 Auburn Blvd., Suite A  
Citrus Heights, CA 95621-5203

Phone (916) 722-5550  
Fax (916) 722-5715

6341 AUBURN BLVD., SUITE A  
CITRUS HEIGHTS, CA 95621-5203

Agenda Item 8.J

**DISCUSSION/ACTION ITEMS**

**SUBJECT: Approval of the Administrator/Executive Director Employment Agreements**

---

**BACKGROUND AND STATUS:**

The Administrator's contract expires in August 2018. After you discuss the evaluation of the Administrator, you will also be discussing the approval amendment of the Administrator's Employment Agreement. The amendment extends the Administrator's contract until his retirement.

Byrne Conley will provide a copy of the amendment to the Administrator's contract at the meeting.

**RECOMMENDATION:**

Recommend approval of the amendment of the Administrator's Employment Agreement

**REFERENCE MATERIALS ATTACHED:**

None



**Agenda Item 8.K**

**ADMINISTRATIVE MATTERS**

**SUBJECT: Conflict of Interest Code**

---

**BACKGROUND AND STATUS:**

The Political Reform Act requires that every local government agency review its Conflict of Interest Code biennially. By October 1, 2018, CAPRI must review its Conflict of Interest Code and submit the attached notice to the FPPC indicating whether or not an amendment is necessary.

Attached is our current Conflict of Interest Code. Also enclosed is the 2018 Multi-County Agency Biennial Notice which needs to be completed. Staff believes that we should update our Conflict of Interest Code by changing the General Manager to Executive Director.

**RECOMMENDATION:**

Staff recommends completing the attached form marking the “No amendments necessary” and approving our Conflict of Interest Code.

**REFERENCE MATERIALS ATTACHED:**

2018 Multi-County Agency Biennial Notice  
CAPRI Conflict of Interest Code

# 2018 Multi-County Agency Biennial Notice

Name of Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

Counties within Jurisdiction, or for Charter Schools, Counties in which the School is Chartered:  
(if more space is needed, include an attachment):

No. of Employees\* \_\_\_\_\_ No. of Form 700 Filers\* \_\_\_\_\_

*\*Including board and committee members*

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

Please identify which statement accurately describes your agency's status.

- This agency has reviewed its conflict of interest code. The current code designates all positions which make or participate in making governmental decisions. The designated positions are assigned accurate disclosure categories that relate to the job duties of the respective positions. The code incorporates FPPC regulation 18730 so that all relevant Government Code Sections are referenced.
- This agency has reviewed its conflict of interest code and has determined that an amendment is necessary. An amendment may include the following:
  - New positions which involve the making or participating in the making of decisions which may foreseeably have a material impact on a financial interest
  - Current designated positions need renaming or deletion
  - Statutorily required provisions of the code need to be addressed
  - Disclosure categories need revision

---

## Verification (to be completed if no amendment is required)

*This multi-county agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
*Signature of Chief Executive Officer*

\_\_\_\_\_  
*Date*

All multi-county agencies must complete and return this notice, including those agencies whose codes are currently under review. Please return this notice no later than **October 1, 2018** to the FPPC at [biennialnotice@fppc.ca.gov](mailto:biennialnotice@fppc.ca.gov) or 1102 Q Street, Suite 3000, Sacramento, CA 95811.

CALIFORNIA ASSOCIATION FOR PARK AND RECREATION INDEMNITY

CONFLICT OF INTEREST CODE

The Political Reform Act, Government Code Sections 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Adm. Code Section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after notice and hearings. Therefore, the terms of 2 Cal. Adm. Code Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the California Association For Park and Recreation Indemnity (“CAPRI”) (“the agency”).

Pursuant to Section 4 (A) of the Standard Code, designated persons shall file statements of economic interests with CAPRI no later than April 1 of each year. The originals of these statements shall be retained by CAPRI.

DESIGNATED POSITIONS	DISCLOSURE CATEGORY
Members and Alternates to the Board of Directors	1,2,3,4
Treasurer	1,2,3,4
<del>General Manager</del> Executive Director	1,2,3,4
General Counsel, Insurance Broker, and Investment Advisor	1,2,3,4
Other Consultants *	1,2,3,4

**DISCLOSURE CATEGORY 1**

Persons designated in this category must disclose business entities in which they have an investment or business position in and sources of income if the business entities or sources of income filed claims against member-agencies of CAPRI during the reporting period or have pending claims that have been filed prior to the reporting period.

**DISCLOSURE CATEGORY 2**

Persons designated in this category must disclose business entities in which they have an investment or business position in or which are sources of income to them if the business entities are of the type in which the agency is empowered to invest its funds.

**DISCLOSURE CATEGORY 3**

Persons designated in this category must disclose business entities in which they have an investment or business position in and sources of income if the business entities or

sources of income are of the type which contract with the agency to supply goods, services, materials, supplies or leased space to the agency.

**DISCLOSURE CATEGORY 4**

Persons designated in this category must disclose business entities in which they have an investment or business position in or which provide income from sources that include insurance carriers or holding companies, underwriters, agents, solicitors, or brokers.

\* The ~~General Manager~~ Executive Director may determine in writing that a particular consultant, although a “designated position”, is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon the description, a statement of the extent of disclosure requirements. The ~~General Manager’s~~ Executive Director determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Adopted by the CAPRI Board of Directors, ~~November 16, 2009~~ August 23, 2018

Attested:

\_\_\_\_\_  
Secretary, CAPRI Board of Directors

**APPENDIX A**  
**DESIGNATED POSITIONS**

<u>Position</u>	<u>Category</u>
Liability Claims Manager	All
Workers' Compensation Claims Manager	All
General Counsel	All
Consultants*	All

**INTERESTS TO BE DISCLOSED**

All interests in real property, investments and business positions in business entities and sources of income from:

Category (1) Persons or entities which provide services, supplies, materials, machinery, or equipment of the type utilized by CAPRI

Category (2) Entities which are engaged in the business of insurance including, but not limited to, insurance companies carriers, holding companies, underwriters, brokers, solicitors, agents, adjusters, claims managers and actuaries.

Category (3) Financial institutions including, but not limited to, banks, savings and loan associations, and credit unions.

Category (4) Entities of persons who have filed a claim, or have a claim pending, against CAPRI.

\*With respect to Consultants, the Board of Directors may make a finding and determination by minute order that a particular consultant, although a "designated position", is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements. Such minute order shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the disclosure requirements. Such minute order shall be a public record and shall be retained for public inspection.

NOTE: It has been determined that the positions listed below manage public investments and must file a statement of economic interests pursuant to Government Code Section 87200:

Member and Alternate Members of the Board  
Risk Manager  
Treasurer  
Principals of the outside Financial Manager

**Agenda Item 9.A**

**SPECIAL REPORTS**

**SUBJECT: Investment Status Reports – Public Financial Management (PFM)**

---

**BACKGROUND AND STATUS:**

Attached is the Investment Status report for this quarter for CAPRI.

There will not be a report from Allison Kaune of PFM at this meeting. Because of the Executive Director interviews and the number of significant items on the agenda, we asked PFM to include the quarterly investment report for CAPRI, but we will push the report to the next Board meeting in November.

**RECOMMENDATION:**

Information only

**REFERENCE MATERIALS ATTACHED:**

Investment Status Report



# CALIFORNIA ASSOCIATION FOR PARK AND RECREATION INDEMNITY

## Investment Performance Review For the Quarter Ended June 30, 2018

Client Management Team

Lauren Brant, Managing Director

Allison Kaune, Senior Managing Consultant

PFM Asset Management LLC

50 California St, Suite 2300

San Francisco, CA 94111

415-982-5544

213 Market Street

Harrisburg, PA 17101-2141

717-232-2723

# *Market Update*



## QUARTERLY MARKET SUMMARY

### SUMMARY

- Economic data continued to indicate strong growth worldwide, despite the myriad of geopolitical and global trade war events hitting the headlines. During the quarter, volatility waned, equity markets gained their footing, the U.S. Dollar (USD) continued its ascent, and the Federal Open Market Committee's (FOMC) dual mandate came into clearer focus. But, with trade wars officially on, it's now a question of whether the strong fiscal stimulus that is fueling the U.S. economy will be enough to overcome the drag of trade uncertainty.
- Positive economic data released in the second quarter included job gains, housing starts, new home sales, factory orders, manufacturing survey indices, and consumer sentiment.
- At its June FOMC meeting, the Federal Reserve (Fed) increased the overnight federal funds rate by 0.25 percent to a new range of 1.75 to 2.00 percent. While widely anticipated, the June rate hike was consistent with the Fed's continuing resolve to gradually tighten monetary policy. Fed expectations—as measured by the FOMC's updated "dot plot"—indicated two more rate hikes in the second half of 2018 and three more in 2019. Market estimates—as measured by Fed funds futures contracts—similarly imply two more hikes in 2018, but are less optimistic for 2019.
- The S&P 500 Index (S&P) rebounded by 3.4 percent over the quarter, following the first quarterly decline (first quarter 2018) in nearly three years. International indices followed suit, posting gains in local currencies for the quarter; however, the stronger USD tempered those gains for domestic investors. Meanwhile, bond yields generally rose, while the yield curve flattened.

### ECONOMIC SNAPSHOT

- Real gross domestic product (GDP) in the U.S. increased at an annual rate of 2 percent in the first quarter. The deceleration in growth was driven by weaker consumer spending despite being boosted by a significant improvement in net exports. Looking forward, federal tax cuts and expanded spending point toward accelerated growth estimates for the second quarter.
- U.S. labor market conditions—part one of the Fed's dual mandate—remained strong during the quarter. Despite the quarter-end uptick in the headline unemployment rate to 4 percent (previously 3.8 percent), it remains near multi-decade lows. In addition, job growth remains robust (monthly average of 211,000 new jobs in the second quarter), weekly jobless claims reached a generational low and job openings reached a new record high. In fact, for the first time, there are more job openings than the number of unemployed persons.
- Inflation—the second part of the Fed's dual mandate—continued to march higher. As measured by the personal consumption expenditures (PCE) core price index, year-over-year (YoY) inflation reached the Fed's target of 2 percent for the first time since 2012.

### INTEREST RATES

- U.S. Treasury yields generally rose over the quarter, with maturities less than three years increasing 20 to 25 basis points (bps) (0.20 to 0.25 percent), while maturities greater than five years increased by a lesser amount, and 30-year Treasury bonds were nearly unchanged. The result was a flatter yield curve; the difference between 10-year and two-year Treasury yields narrowed to 33 bps (0.33 percent) by quarter-end, a level not hit since June 2007.
- Money market investments, like commercial paper and bank Certificates of Deposit (CDs), continued to offer attractive yields, reacting quickly to the periodic Fed rate hikes.
- After widening in the first quarter, credit spreads remained volatile in the second quarter but ended the quarter only modestly wider. Healthy corporate fundamentals remained supportive.

### SECTOR PERFORMANCE

- Rising yields caused shorter-maturity to outperform longer-maturity Treasury indices; the exception was 30-year Treasury bonds, which were buoyed by incremental income amid relatively unchanged yields over the quarter. For example, the three-month Treasury bill index generated +0.45 percent of total return for the quarter, while the five-year Treasury returned -0.05 percent, and the 30-year Treasury returned +0.51 percent.
- Federal agency returns were in line with similar-duration U.S. Treasury securities for the quarter as spreads across the majority of the curve continued to trade very narrowly. The incremental income benefit from the sector continues to be minimal.
- For the second consecutive quarter, the municipal sector was a top performer as the sector continued to reap the benefits of a sharp slowdown in supply following the year-end flurry of issuance. From both an absolute and excess return perspective, the sector was a positive contributor to portfolio performance for the quarter.
- Shorter-term corporates generated positive excess returns in the quarter as incremental income offset modestly wider yield spreads. But, longer-term corporates (five years and longer) underperformed Treasuries as the impact of wider yield spreads on longer-duration securities overwhelmed the benefit of higher yields.
- After a general underperformance of mortgage-backed securities (MBS) in the first quarter, the sector found its footing in the second quarter. Nevertheless, returns in the MBS sector continue to be very much structure-dependent as specific maturity and coupon characteristics drove relative performance.
- Short-term commercial paper and bank CDs continued to offer incremental value relative to both short- and intermediate-term government securities. The incremental yield advantage offered in these sectors continues to be a valuable return attribute in the face of rising rates.

QUARTERLY MARKET SUMMARY

Economic Snapshot

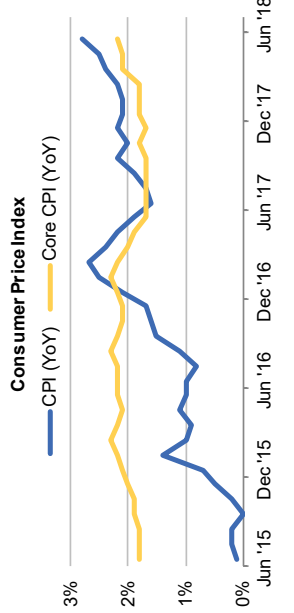
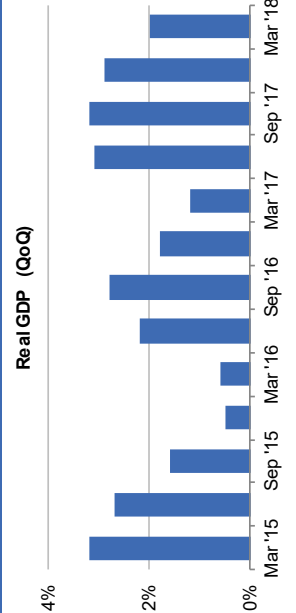
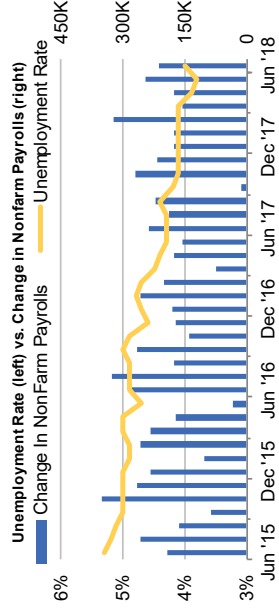
Labor Market	Latest	Mar '18	Jun '17
Unemployment Rate	Jun '18	4.0%	4.3%
Change in NonFarm Payrolls	Jun '18	213,000	239,000
Average Hourly Earnings (YoY)	Jun '18	2.7%	2.5%
Personal Income (YoY)	May '18	4.0%	2.4%
Initial Jobless Claims (week)	6/30/18	231,000	251,000

Growth	2018Q1	2018Q1	2018Q1
Real GDP (QoQ SAAR)	2.0%	2.9% <sup>1</sup>	1.2% <sup>2</sup>
GDP Personal Consumption (QoQ SAAR)	0.9%	4.0% <sup>1</sup>	1.9%
Retail Sales (YoY)	May '18	5.9%	5.1%
ISM Manufacturing Survey (month)	Jun '18	60.2	59.3
Existing Home Sales SAAR (month)	May '18	5.43 mil.	5.60 mil.

Inflation / Prices	May '18	May '18	May '18
Personal Consumption Expenditures (YoY)	2.3%	2.0%	1.4%
Consumer Price Index (YoY)	2.8%	2.4%	1.6%
Consumer Price Index Core (YoY)	2.2%	2.1%	1.7%
Crude Oil Futures (WTI, per barrel)	Jun 30	\$74.15	\$64.94
Gold Futures (oz.)	Jun 30	\$1,255	\$1,323

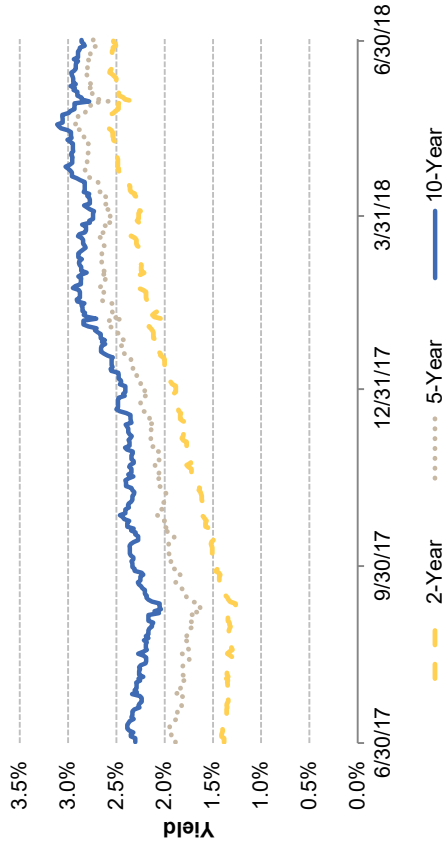


1. Data as of Fourth Quarter 2017.  
 2. Data as of First Quarter 2017.  
 Note: YoY = year-over-year, QoQ = quarter over quarter, SAAR = seasonally adjusted annual rate, WTI = West Texas Intermediate crude oil.  
 Source: Bloomberg.

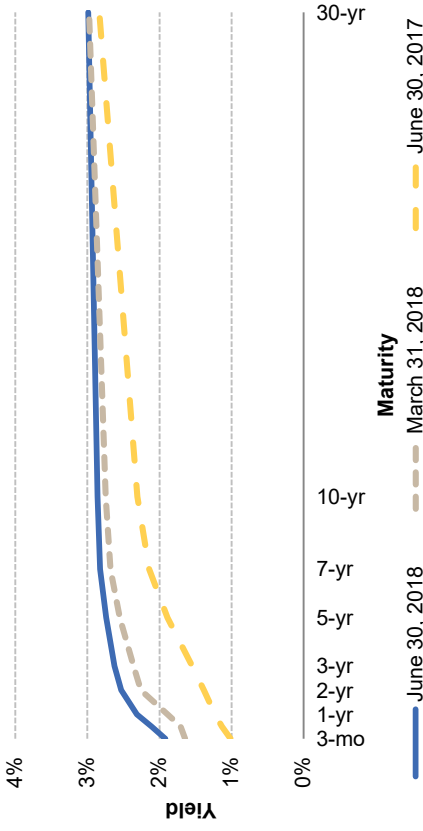
QUARTERLY MARKET SUMMARY

Interest Rate Overview

U.S. Treasury Note Yields



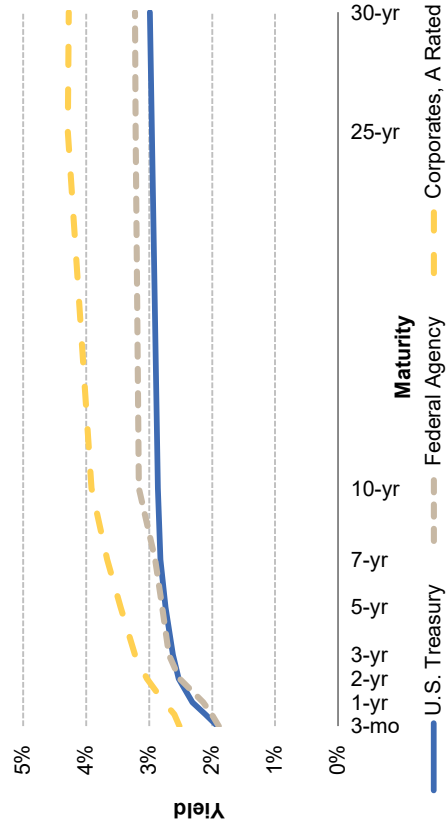
U.S. Treasury Yield Curve



U.S. Treasury Yields

Maturity	Jun '18	Mar '18	Change Over Quarter	Jun '17	Change Over Year
3-month	1.92%	1.71%	0.21%	1.01%	0.91%
1-year	2.31%	2.09%	0.22%	1.23%	1.08%
2-year	2.53%	2.27%	0.26%	1.38%	1.15%
5-year	2.74%	2.56%	0.18%	1.89%	0.85%
10-year	2.86%	2.74%	0.12%	2.31%	0.55%
30-year	2.99%	2.97%	0.02%	2.84%	0.15%

Yield Curves as of 6/30/18



Source: Bloomberg.

## QUARTERLY MARKET SUMMARY

## ICE BofAML Index Returns

June 30, 2018	As of 6/30/18				Returns for Periods ended 6/30/18		
	Duration	Yield	3 Month	1 Year	3 Years		
<b>1-3 Year Indices</b>							
U.S. Treasury	1.81	2.51%	0.22%	0.08%	0.42%		
Federal Agency	1.67	2.55%	0.23%	0.30%	0.60%		
U.S. Corporates, A-AAA rated	1.89	3.11%	0.47%	0.57%	1.28%		
Agency MBS (0 to 3 years)	2.40	2.84%	(0.05%)	0.34%	1.06%		
Taxable Municipals	1.58	2.83%	0.40%	1.74%	2.21%		
<b>1-5 Year Indices</b>							
U.S. Treasury	2.58	2.58%	0.13%	(0.35%)	0.50%		
Federal Agency	2.01	2.59%	0.20%	0.08%	0.69%		
U.S. Corporates, A-AAA rated	2.66	3.26%	0.30%	0.08%	1.45%		
Agency MBS (0 to 5 years)	3.29	3.04%	(0.21%)	(0.35%)	1.00%		
Taxable Municipals	2.29	2.96%	0.33%	1.39%	2.37%		
<b>Master Indices (Maturities 1 Year or Greater)</b>							
U.S. Treasury	6.22	2.71%	0.11%	(0.60%)	1.13%		
Federal Agency	3.78	2.75%	(0.02%)	(0.04%)	1.16%		
U.S. Corporates, A-AAA rated	6.90	3.74%	(0.70%)	(0.80%)	2.62%		
Agency MBS (0 to 30 years)	5.09	3.38%	0.31%	0.15%	1.48%		
Taxable Municipals	10.53	3.99%	(0.28%)	2.81%	5.49%		

Returns for periods greater than one year are annualized.

Source: ICE BofAML Indices.

## QUARTERLY MARKET SUMMARY

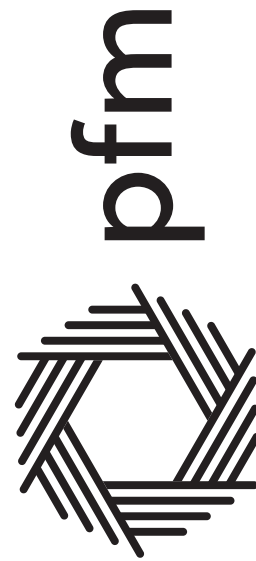
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# *Investment Performance Review*

• The portfolio is in compliance with the Association's Investment Policy and the California Government Code.

Security Type	Market Value as of 6/30/18	% of Portfolio	Permitted by Policy	In Compliance
U.S. Treasury	\$6,904,615	34.7%	100%	✓
Federal Agency	\$1,543,558	7.8%	100%	✓
Federal Agency CMOs	\$320,717	1.6%	100%	✓
Municipal Obligations	\$200,839	1.0%	30%	✓
Supranationals	\$1,309,524	6.6%	30%	✓
Negotiable CDs	\$4,438,275	22.3%	30%	✓
Corporate Notes	\$5,187,280	26.1%	30%	✓
<b>Securities Sub-Total</b>	<b>\$19,904,808</b>	<b>100.0%</b>		
Accrued Interest	\$101,055			
<b>Total Investments</b>	<b>\$20,005,864</b>	<b>100.0%</b>		

## Portfolio Recap

- In what we viewed as a well-choreographed interest rate environment, we continued to strategically position the portfolio with a modestly defensive duration bias relative to the benchmark. However, with rates near multi-year highs, there were also opportunities to selectively capture higher yields in some parts of the yield curve when rebalancing the portfolio or participating in new issues.
- Most investment-grade sectors contributed positive excess returns (returns in excess of similar-duration Treasuries) to fixed income portfolios for the quarter:
  - Federal agency yield spreads remained very narrow throughout the quarter. Limited incremental yield, in combination with light issuance and diminishing supply, influenced our continued preference to reduce the portfolio's allocation to agencies.
  - In the supranational sector, the first quarter was a period of seasonally high issuance volume and wider-than-average spreads, offering an attractive opportunity to add to allocations. As we had anticipated, the portfolio's holding of supranationals benefited from modest spread tightening as new supply fell significantly in the second quarter.
  - In the corporate sector, our fundamental outlook remained favorable as corporate profits surged in the first half of the year, in part due to the 2017 tax cuts. When yield spreads widened in the first quarter, a result of global issues rather than any fundamental credit concerns, we viewed the wider spreads as an opportunity to increase allocations to credit sectors. However, we are being more selective given balance sheet weakening in certain industries as companies return capital to shareholders through dividends and share buybacks. In short- and intermediate-term maturities, corporate allocations contributed to incremental performance for the quarter.
  - Short-term, high-quality negotiable certificates of deposit continued to offer considerable value relative to not only similar-maturity government securities but also somewhat longer Treasury maturities. The combination of incremental income and the interest rate risk protection offered by the sector's shorter durations continue to benefit the portfolio.
  - The mortgage-backed security (MBS) sector rebounded in the second quarter, following significant underperformance in the first quarter. Although we are cognizant of looming headwinds facing the MBS sector, we carefully sought opportunities to add attractive issues to the portfolio at increased yield spreads. Preferred structures included those with limited interest rate and extension risk.



## Investment Outlook

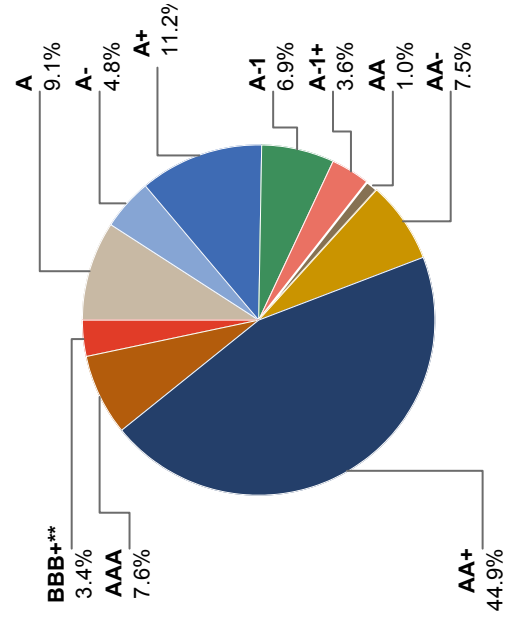
- In light of continued economic growth, inflation near the Fed's 2% target, and strong labor market conditions, the Fed appears poised to raise rates further. As a result of the expectation for one or two additional hikes in 2018 and three to four more in 2019, our view remains that the general trend of interest rates will be to increase gradually over the near term. Therefore, we plan to maintain a defensive duration posture to mitigate a portion of interest rate risk relative to the benchmark.
- Our outlook for each of the major investment-grade fixed income sectors is as follows:
  - Federal agency securities remain expensive as most maturities offer less than five basis points (0.05%) of incremental yield relative to U.S. Treasuries. We will continue to reduce exposure to agencies in maturities where spreads are tight, seeking better value in Treasuries or other sectors.
  - Given an expected light supply of supranationals over the coming months, additional purchases may be limited. However, current allocations are expected to be maintained as the portfolio benefits from decent incremental income relative to traditional agencies. A shift to euro-denominated issues (preferred recently by a number of supranational issuers) may push secondary U.S. dollar-denominated spreads modestly wider, which could provide additional opportunity in the sector.
  - While fundamentals remain generally healthy and incremental income is still modestly attractive, potential headwinds in the corporate sector are beginning to temper our overall constructive guidance. As a result, our view on the sector has shifted to a more market-neutral and selectively opportunistic stance. In addition, we have a preference for financials and selective industrial issuers with stronger balance sheets, which we think can better navigate the current phase of the credit cycle.
  - As the Fed balance sheet is set to reduce its mortgage-backed securities (MBS) exposure more significantly over the next six months, the sector may experience spread pressures through the second half of the year. As a result, we will maintain allocations to the sector, with new purchases focused on specific structures that limit interest rate sensitivity and provide more stable cash flows.
  - Short-term money market investors continue to reap the rewards of current monetary policy tightening and higher overnight target rates. Further, the yield curve for high-quality commercial paper and negotiable certificates of deposit (CP/CD) is quite steep and attractive, offering opportunities to extend maturities and add to allocations in this space.

**Portfolio Statistics**

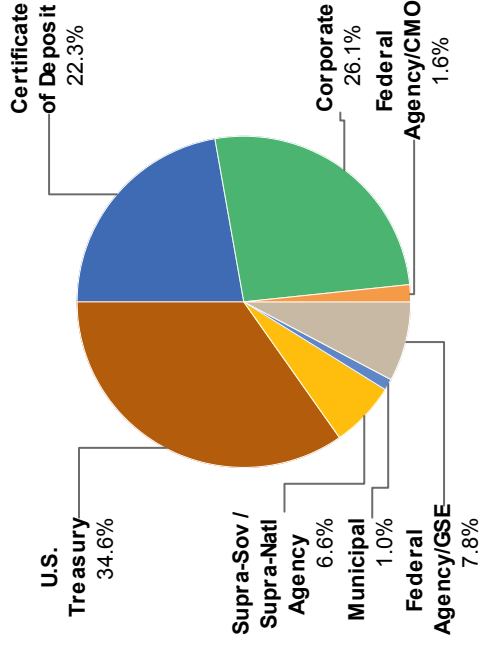
As of June 30, 2018

Par Value:	\$20,264,161
Total Market Value:	\$20,005,864
Security Market Value:	\$19,904,808
Accrued Interest:	\$101,055
Cash:	-
Amortized Cost:	\$20,255,532
Yield at Market:	2.70%
Yield at Cost:	2.01%
Effective Duration:	2.34 Years
Duration to Worst:	2.33 Years
Average Maturity:	2.45 Years
Average Credit: *	AA

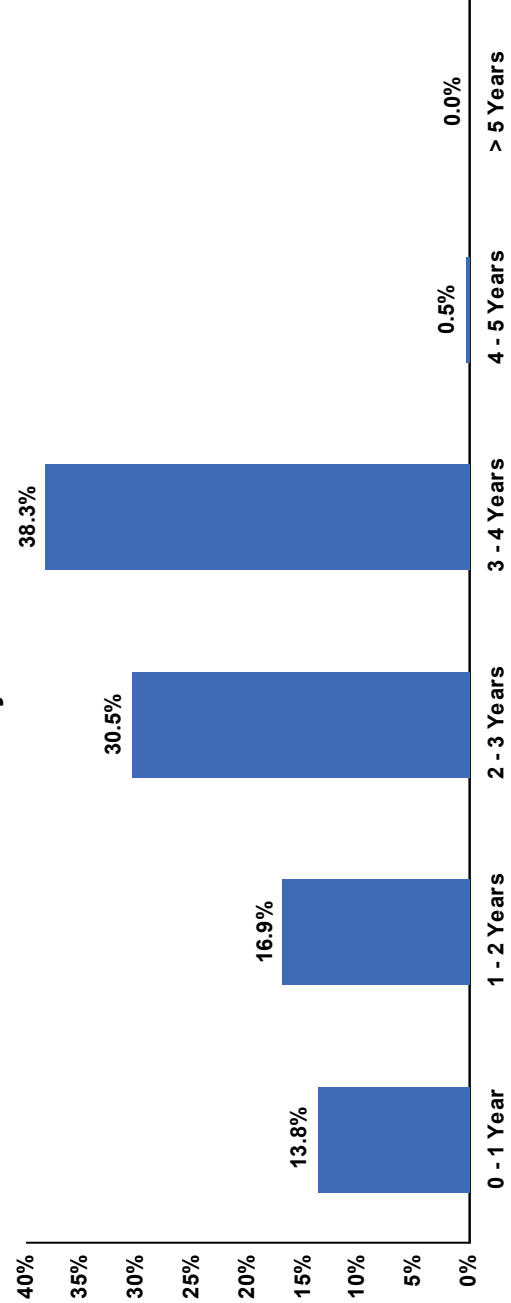
**Credit Quality (S&P Ratings)**



**Sector Allocation**



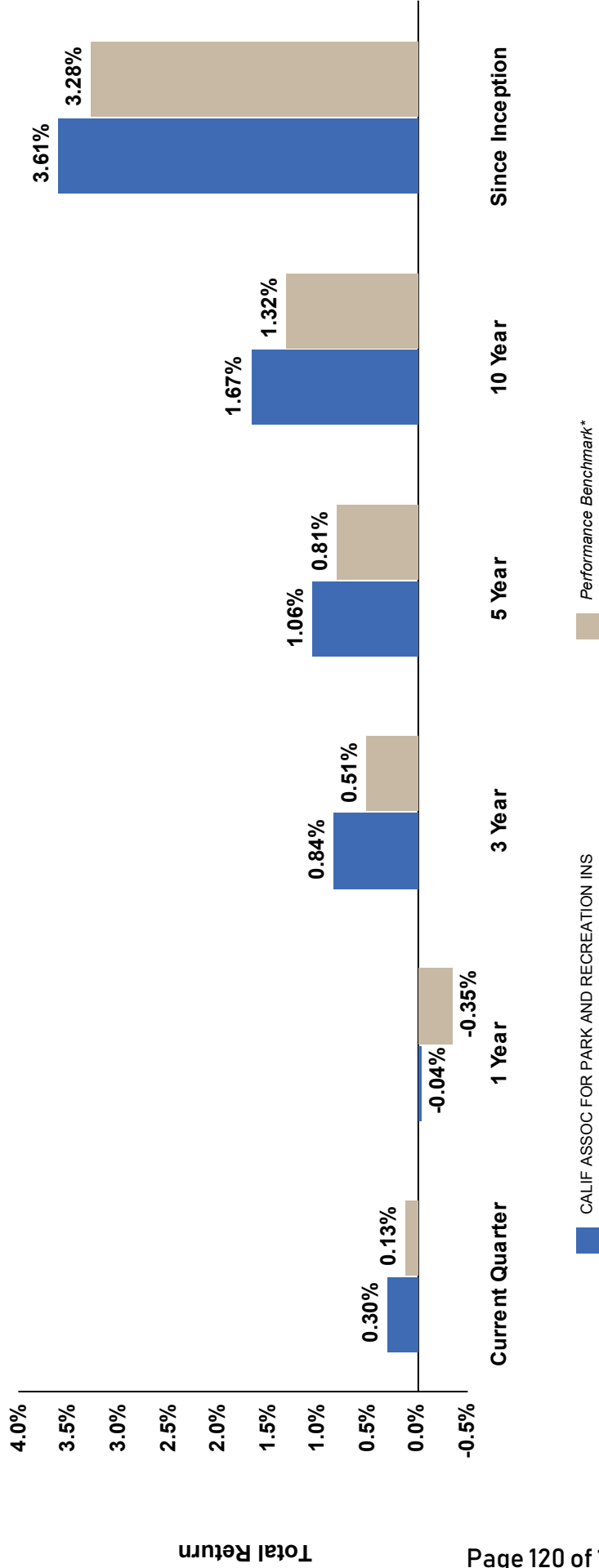
**Maturity Distribution**



\*An average of each security's credit rating assigned a numeric value and adjusted for its relative weighting in the portfolio.  
\*\*Securities rated BBB+ by S&P are rated in a rating category of 'A' or the equivalent or higher by at least one nationally recognized statistical rating organization.

Portfolio Performance (Total Return)

Portfolio/Benchmark	Effective Duration	Current Quarter	Annualized Return				
			1 Year	3 Year	5 Year	10 Year	Since Inception (03/31/95)
CALIF ASSOC FOR PARK AND RECREATION INS	2.34	0.30%	-0.04%	0.84%	1.06%	1.67%	3.61%
Performance Benchmark*	2.58	0.13%	-0.35%	0.51%	0.81%	1.32%	3.28%
Difference		0.17%	0.31%	0.33%	0.25%	0.35%	0.33%



Portfolio performance is gross of fees unless otherwise indicated.  
\*CAPRI's benchmark was the 1-Year U.S. Treasury Bill Index from inception until March 31, 2001, then the 1-Year Treasury Note Index until September 30, 2001, then the 1-3 Year Treasury Index until June 30, 2012, and was changed to the 1-5 Year Treasury Index on July 1, 2012.

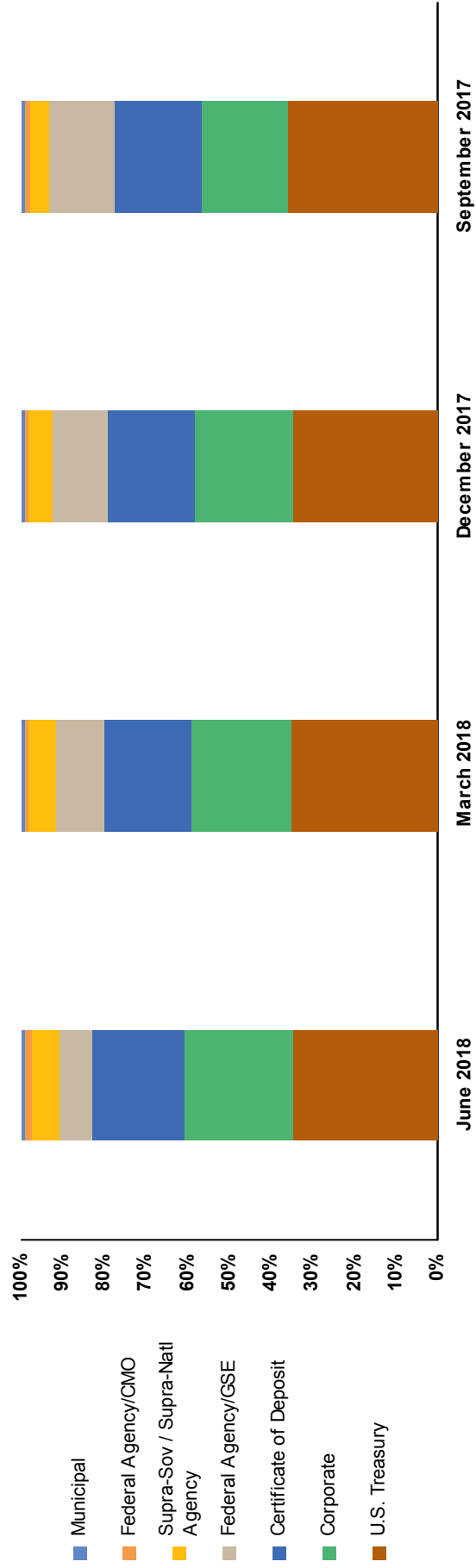
**Portfolio Earnings**

*Quarter-Ended June 30, 2018*

	Market Value Basis	Accrual (Amortized Cost) Basis
<b>Beginning Value (03/31/2018)</b>	\$19,180,148.66	\$19,525,134.69
<b>Net Purchases/Sales</b>	\$761,389.30	\$761,389.30
<b>Change in Value</b>	(\$36,729.72)	(\$30,992.11)
<b>Ending Value (06/30/2018)</b>	\$19,904,808.24	\$20,255,531.88
<b>Interest Earned</b>	\$97,241.59	\$97,241.59
<b>Portfolio Earnings</b>	\$60,511.87	\$66,249.48

Sector Allocation

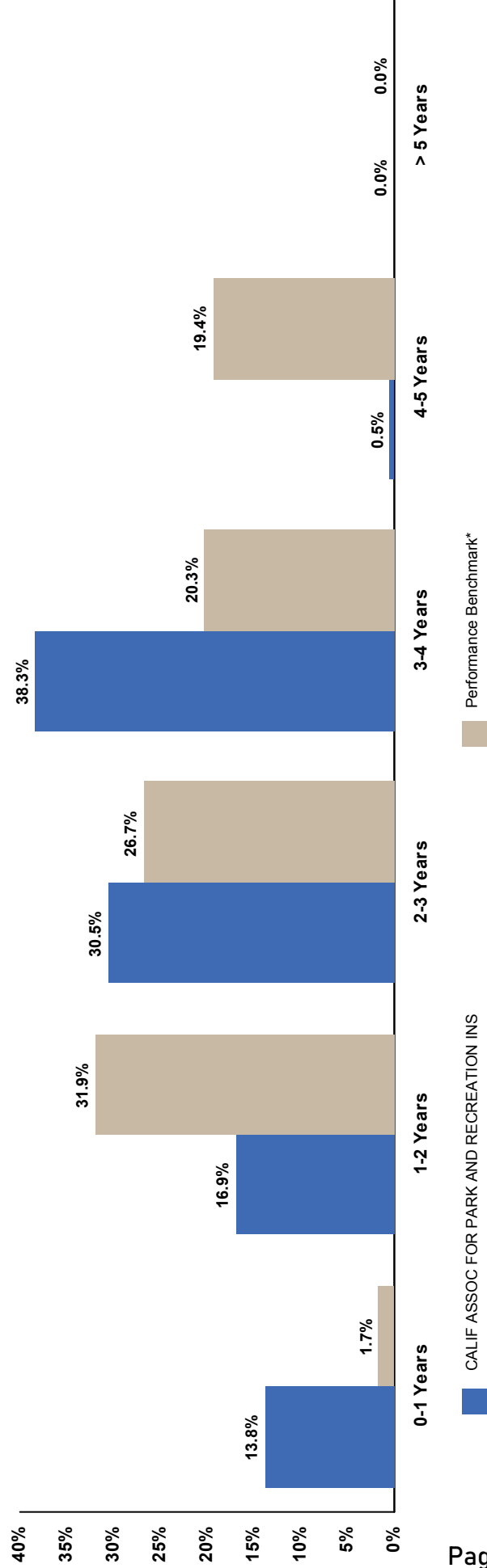
Sector	June 30, 2018		March 31, 2018		December 31, 2017		September 30, 2017	
	MV (\$MM)	% of Total	MV (\$MM)	% of Total	MV (\$MM)	% of Total	MV (\$MM)	% of Total
U.S. Treasury	6.9	34.6%	6.7	34.9%	6.7	34.8%	6.9	35.7%
Corporate	5.2	26.1%	4.6	24.0%	4.5	23.4%	4.1	21.0%
Certificate of Deposit	4.4	22.3%	4.1	21.3%	4.0	20.9%	4.1	21.0%
Federal Agency/GSE	1.5	7.8%	2.2	11.3%	2.6	13.4%	3.0	15.6%
Supra-Sov / Supra-Natl Agency	1.3	6.6%	1.3	6.8%	1.1	5.8%	0.9	4.5%
Federal Agency/CMO	0.3	1.6%	0.1	0.6%	0.1	0.7%	0.2	1.1%
Municipal	0.2	1.0%	0.2	1.1%	0.2	1.0%	0.2	1.1%
<b>Total</b>	<b>\$19.9</b>	<b>100.0%</b>	<b>\$19.2</b>	<b>100.0%</b>	<b>\$19.3</b>	<b>100.0%</b>	<b>\$19.3</b>	<b>100.0%</b>



**Maturity Distribution**

As of June 30, 2018

Portfolio/Benchmark	Yield at Market	Average Maturity	0-1 Years	1-2 Years	2-3 Years	3-4 Years	4-5 Years	>5 Years
CALIF ASSOC FOR PARK AND RECREATION INS	2.70%	2.45 yrs	13.8%	16.9%	30.5%	38.3%	0.5%	0.0%
Performance Benchmark*	2.59%	2.77 yrs	1.7%	31.9%	26.7%	20.3%	19.4%	0.0%



\*CAPRI's benchmark was the 1-Year U.S. Treasury Bill Index from inception until March 31, 2001, then the 1-Year Treasury Note Index until September 30, 2001, then the 1-3 Year Treasury Index until June 30, 2012, and was changed to the 1-5 Year Treasury Index on July 1, 2012.

**Issuer Distribution**

As of June 30, 2018

Issuer	Market Value (\$)	% of Portfolio
UNITED STATES TREASURY	6,904,615	34.7%
FEDERAL HOME LOAN BANKS	1,101,989	5.6%
INTER-AMERICAN DEVELOPMENT BANK	916,229	4.6%
FREDDIE MAC	541,608	2.7%
BANK OF NOVA SCOTIA	399,948	2.0%
BANK OF MONTREAL	399,255	2.0%
SUMITOMO MITSUI FINANCIAL GROUP INC	398,299	2.0%
SKANDINAVISKA ENSKILDA BANKEN AB	396,549	2.0%
TOYOTA MOTOR CORP	394,387	2.0%
SWEDBANK AB	391,647	2.0%
NORDEA BANK AB	374,496	1.9%
CANADIAN IMPERIAL BANK OF COMMERCE	374,020	1.9%
WESTPAC BANKING CORP	354,303	1.8%
ROYAL BANK OF CANADA	352,463	1.8%
SWEDENSKA HANDELSBANKEN AB	348,480	1.8%
OTTIGROUP INC	277,113	1.4%
UPS AG	250,822	1.3%
FANNIE MAE	220,678	1.1%

Top 5 = 49.6%

Top 10 = 59.5%

CALIF ASSOC FOR PARK AND RECREATION INS

Issuer	Market Value (\$)	% of Portfolio
AMERICAN EXPRESS CO	215,599	1.1%
THE WALT DISNEY CORPORATION	205,800	1.0%
STATE OF CONNECTICUT	200,839	1.0%
JP MORGAN CHASE & CO	200,154	1.0%
CREDIT SUISSE GROUP	199,993	1.0%
GENERAL DYNAMICS CORP	199,357	1.0%
GOLDMAN SACHS GROUP INC	198,617	1.0%
NATIONAL RURAL UTILITIES CO FINANCE CORP	198,512	1.0%
UNILEVER PLC	198,427	1.0%
STATE STREET CORPORATION	198,371	1.0%
INTERNATIONAL FINANCE CORPORATION	198,265	1.0%
IBM CORP	198,105	1.0%
NETSCAPE COMMUNICATIONS CORP	198,000	1.0%
MICROSOFT CORP	197,444	1.0%
WELLS FARGO & COMPANY	196,841	1.0%
BANK OF AMERICA CO	196,743	1.0%
WAL-MART STORES INC	195,947	1.0%
MORGAN STANLEY	195,338	1.0%
INDUS BANK OF RECONSTRUCTION AND DEV	195,030	1.0%
THE BANK OF NEW YORK MELLON CORPORATION	193,762	1.0%
AMERICAN HONDA FINANCE	191,612	1.0%



## CALIF ASSOC FOR PARK AND RECREATION INS

Issuer	Market Value (\$)	% of Portfolio
DEERE & COMPANY	176,124	0.9%
APPLE INC	172,035	0.9%
PACCAR FINANCIAL CORP	167,747	0.8%
CATERPILLAR INC	146,072	0.7%
BB&T CORPORATION	145,252	0.7%
CHARLES SCHWAB	125,500	0.6%
PEPSICO INC	121,870	0.6%
BURLINGTON NORTHERN SANTA FE	102,262	0.5%
HOME DEPOT INC	98,201	0.5%
HERSHEY COMPANY	80,090	0.4%
<b>Grand Total:</b>	<b>19,904,808</b>	<b>100.0%</b>

**Sector/Issuer Distribution**

As of June 30, 2018

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
<b>Certificate of Deposit</b>			
BANK OF MONTREAL	399,255	9.0%	2.0%
BANK OF NOVA SCOTIA	399,948	9.0%	2.0%
CANADIAN IMPERIAL BANK OF COMMERCE	374,020	8.4%	1.9%
CREDIT SUISSE GROUP	199,993	4.5%	1.0%
MITSUBISHI UFJ FINANCIAL GROUP INC	198,000	4.5%	1.0%
NORDEA BANK AB	374,496	8.4%	1.9%
ROYAL BANK OF CANADA	352,463	7.9%	1.8%
SKANDINAVISKA ENSKILDA BANKEN AB	396,549	8.9%	2.0%
SUMITOMO MITSUI FINANCIAL GROUP INC	398,299	9.0%	2.0%
SVENSKA HANDELSBANKEN AB	348,480	7.9%	1.8%
SWEDBANK AB	391,647	8.8%	2.0%
UBS AG	250,822	5.7%	1.3%
WESTPAC BANKING CORP	354,303	8.0%	1.8%
<b>Sector Total</b>	<b>4,438,275</b>	<b>100.0%</b>	<b>22.3%</b>
<b>Corporate</b>			
AMERICAN EXPRESS CO	215,599	4.2%	1.1%
AMERICAN HONDA FINANCE	191,612	3.7%	1.0%
APPLE INC	172,035	3.3%	0.9%
BANK OF AMERICA CO	196,743	3.8%	1.0%

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
BB&T CORPORATION	145,252	2.8%	0.7%
BURLINGTON NORTHERN SANTA FE	102,262	2.0%	0.5%
CATERPILLAR INC	146,072	2.8%	0.7%
CHARLES SCHWAB	125,500	2.4%	0.6%
CITIGROUP INC	277,113	5.3%	1.4%
DEERE & COMPANY	176,124	3.4%	0.9%
GENERAL DYNAMICS CORP	199,357	3.8%	1.0%
GOLDMAN SACHS GROUP INC	198,617	3.8%	1.0%
HERSHEY COMPANY	80,090	1.5%	0.4%
HOME DEPOT INC	98,201	1.9%	0.5%
IBM CORP	198,105	3.8%	1.0%
JP MORGAN CHASE & CO	200,154	3.9%	1.0%
MICROSOFT CORP	197,444	3.8%	1.0%
MORGAN STANLEY	195,338	3.8%	1.0%
NATIONAL RURAL UTILITIES CO FINANCE CORP	198,512	3.8%	1.0%
PACCAR FINANCIAL CORP	167,747	3.2%	0.8%
PEPSICO INC	121,870	2.3%	0.6%
STATE STREET CORPORATION	198,371	3.8%	1.0%
THE BANK OF NEW YORK MELLON CORPORATION	193,762	3.7%	1.0%
THE WALT DISNEY CORPORATION	205,800	4.0%	1.0%
TOYOTA MOTOR CORP	394,387	7.6%	2.0%
UNILEVER PLC	198,427	3.8%	1.0%
WAL-MART STORES INC	195,947	3.8%	1.0%
WELLS FARGO & COMPANY	196,841	3.8%	1.0%

CALIF ASSOC FOR PARK AND RECREATION INS

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
<b>Sector Total</b>	<b>5,187,280</b>	<b>100.0%</b>	<b>26.1%</b>
<b>Federal Agency/CMO</b>			
FANNIE MAE	220,678	68.8%	1.1%
FREDDIE MAC	100,039	31.2%	0.5%
<b>Sector Total</b>	<b>320,717</b>	<b>100.0%</b>	<b>1.6%</b>
<b>Federal Agency/GSE</b>			
FEDERAL HOME LOAN BANKS	1,101,989	71.4%	5.5%
FREDDIE MAC	441,569	28.6%	2.2%
<b>Sector Total</b>	<b>1,543,558</b>	<b>100.0%</b>	<b>7.8%</b>
<b>Municipal</b>			
STATE OF CONNECTICUT	200,839	100.0%	1.0%
<b>Sector Total</b>	<b>200,839</b>	<b>100.0%</b>	<b>1.0%</b>
<b>Supra-Sov / Supra-Natl Agency</b>			
INTER-AMERICAN DEVELOPMENT BANK	916,229	70.0%	4.6%
INTERNATIONAL FINANCE CORPORATION	198,265	15.1%	1.0%
INTL BANK OF RECONSTRUCTION AND DEV	195,030	14.9%	1.0%
<b>Sector Total</b>	<b>1,309,524</b>	<b>100.0%</b>	<b>6.6%</b>
<b>U.S. Treasury</b>			
UNITED STATES TREASURY	6,904,615	100.0%	34.7%

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
<b>Sector Total</b>	<b>6,904,615</b>	<b>100.0%</b>	<b>34.7%</b>
<b>Portfolio Total</b>	<b>19,904,808</b>	<b>100.0%</b>	<b>100.0%</b>

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# *Transactions and Account Holdings*

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
<b>BUY</b>									
4/4/18	4/9/18	100,000	3137BM6P6	FHLMC MULTIFAMILY STRUCTURED P POOL	3.09%	8/25/22	100,920.23	2.61%	
4/11/18	4/30/18	135,000	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	138,072.44	2.27%	
4/12/18	4/19/18	115,000	63743HER9	NATIONAL RURAL UTIL COOP	2.90%	3/15/21	115,004.54	3.05%	
5/3/18	5/7/18	700,000	912828X47	US TREASURY NOTES	1.87%	4/30/22	677,882.47	2.73%	
5/3/18	5/10/18	80,000	427866BA5	HERSHEY COMPANY CORP NOTES	3.10%	5/15/21	79,944.80	3.12%	
5/7/18	5/10/18	70,000	69371RP26	PACCAR FINANCIAL CORP	3.10%	5/10/21	69,981.80	3.11%	
5/8/18	5/11/18	200,000	369550BE7	GENERAL DYNAMICS CORP	3.00%	5/11/21	198,610.00	3.25%	
5/14/18	5/17/18	50,000	06051GHH5	BANK OF AMERICA CORP	3.49%	5/17/22	50,000.00	3.50%	
5/17/18	5/22/18	125,000	808513AW5	CHARLES SCHWAB CORP CORP NOTES	3.25%	5/21/21	124,996.25	3.25%	
6/5/18	6/7/18	200,000	06417GU22	BANK OF NOVA SCOTIA HOUSTON CD	3.08%	6/5/20	199,924.00	3.10%	
6/7/18	6/8/18	350,000	78012JEE1	ROYAL BANK OF CANADA NY CD	3.24%	6/7/21	350,000.00	3.24%	
6/11/18	6/18/18	200,000	46647PAS5	JPMORGAN CHASE & CO CORP NOTES	3.51%	6/18/22	200,000.00	3.51%	
<b>Total BUY</b>		<b>2,325,000</b>					<b>2,305,336.53</b>		
<b>INTEREST</b>									
4/1/18	4/25/18	30,378	3136AQS1	FNMA SERIES 2015-M15 ASQ2	1.89%	1/1/19	64.24		
4/1/18	4/25/18	74,848	3136AQDQ0	FANNIE MAE SERIES 2015-M13 ASQ2	1.64%	9/1/19	110.86		
4/1/18	4/1/18	125,000	06051GGS2	BANK OF AMERICA CORP (CALLABLE)	2.32%	10/1/21	1,560.08		
4/1/18	4/1/18	100,000	12189TBC7	BURLINGTON NRTH CORP	4.70%	10/1/19	2,350.00		
4/5/18	4/5/18	400,000	06417GUE6	BANK OF NOVA SCOTIA HOUSTON LT CD	1.91%	4/5/19	3,862.44		
4/15/18	4/15/18	125,000	713448DX3	PEPSICO INC CORP (CALLABLE) NOTE	2.00%	4/15/21	1,284.72		
4/17/18	4/17/18	325,000	89236TDU6	TOYOTA MOTOR CREDIT CORP	1.95%	4/17/20	3,168.75		
4/19/18	4/19/18	75,000	06051GFW4	BANK OF AMERICA CORP NOTE	2.62%	4/19/21	984.38		
4/20/18	4/20/18	500,000	3137EAEF2	FHLMC AGENCY NOTES	1.37%	4/20/20	3,437.50		

CALIF ASSOC FOR PARK AND RECREATION INS

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
4/21/18	4/21/18	200,000	61746BEA0	MORGAN STANLEY CORP NOTES	2.50%	4/21/21	2,500.00		
4/25/18	4/25/18	25,000	38141GVT8	GOLDMAN SACHS GRP INC CORP NT (CALLABLE)	2.00%	4/25/19	250.00		
4/25/18	4/25/18	175,000	38141GVT8	GOLDMAN SACHS GRP INC CORP NT (CALLABLE)	2.00%	4/25/19	1,750.00		
4/30/18	4/30/18	200,000	912828X47	US TREASURY NOTES	1.87%	4/30/22	1,875.00		
4/30/18	4/30/18	350,000	912828X47	US TREASURY NOTES	1.87%	4/30/22	3,281.25		
4/30/18	4/30/18	195,000	912828Q78	US TREASURY NOTES	1.37%	4/30/21	1,340.63		
4/30/18	4/30/18	500,000	912828T67	US TREASURY NOTES	1.25%	10/31/21	3,125.00		
4/30/18	4/30/18	250,000	912828T67	US TREASURY NOTES	1.25%	10/31/21	1,562.50		
4/30/18	4/30/18	550,000	912828X47	US TREASURY NOTES	1.87%	4/30/22	5,156.25		
5/1/18	5/25/18	135,000	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	400.50		
5/1/18	5/25/18	100,000	3137BM6P6	FHLMC MULTIFAMILY STRUCTURED P POOL	3.09%	8/25/22	257.50		
5/1/18	5/25/18	24,010	3136AQSW1	FNMA SERIES 2015-M15 ASQ2	1.89%	1/1/19	40.95		
5/1/18	5/25/18	73,748	3136AQDQ0	FANNIE MAE SERIES 2015-M13 ASQ2	1.64%	9/1/19	101.16		
5/3/18	5/3/18	200,000	06406FAB9	BANK OF NEW YORK MELLON (CALLABLE) NOTES	2.05%	5/3/21	2,050.00		
5/3/18	5/3/18	400,000	86563YYN0	SUMITOMO MITSUI BANK NY CD	2.05%	5/3/19	4,122.78		
5/5/18	5/5/18	100,000	0258M0EB1	AMERICAN EXPRESS CREDIT (CALLABLE) NOTES	2.25%	5/5/21	1,125.00		
5/9/18	5/9/18	250,000	4581X0CD8	INTER-AMERICAN DEVELOPMENT BANK	2.12%	11/9/20	2,656.25		
5/10/18	5/10/18	100,000	05531FAV5	BRANCH BANKING & TRUST (CALLABLE) NOTE	2.05%	5/10/21	1,025.00		
5/11/18	5/11/18	175,000	037833CS7	APPLE INC BONDS	1.80%	5/11/20	1,575.00		
5/12/18	5/12/18	400,000	4581X0CX4	INTER-AMERICAN DEVEL BK NOTE	1.62%	5/12/20	3,250.00		
5/13/18	5/13/18	280,000	458182DX7	INTER-AMERICAN DEVELOPMENT BANK	1.00%	5/13/19	1,400.00		
5/13/18	5/13/18	100,000	69371RN85	PACCAR FINANCIAL CORP NOTES	2.05%	11/13/20	1,025.00		
5/15/18	5/15/18	30,000	912828PC8	US TREASURY NOTES	2.62%	11/15/20	393.75		
5/16/18	5/16/18	400,000	87019U6D6	SWEDBANK (NEW YORK) CERT DEPOS	2.27%	11/16/20	4,540.00		
5/17/18	5/17/18	400,000	3137EAEK1	FHLMC NOTES	1.87%	11/17/20	3,791.67		
5/22/18	5/22/18	200,000	06406HDB2	BANK OF NEW YORK MELLON CORP (CALLABLE)	1.60%	5/22/18	1,600.00		
5/30/18	5/30/18	375,000	13606A5Z7	CANADIAN IMPERIAL BANK NY CD	1.76%	11/30/18	3,300.00		
5/30/18	5/30/18	375,000	65558LWA6	NORDEA BANK FINLAND NY CD	1.76%	11/30/18	3,318.33		
5/31/18	5/31/18	75,000	912828A42	US TREASURY NOTES	2.00%	11/30/20	750.00		
5/31/18	5/31/18	380,000	912828R77	US TREASURY NOTES	1.37%	5/31/21	2,612.50		



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Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
5/31/18	5/31/18	85,000	912828WN6	US TREASURY NOTES	2.00%	5/31/21	850.00		
6/1/18	6/25/18	21,324	3136AQS1	FNMA SERIES 2015-M15 ASQ2	1.89%	1/1/19	33.73		
6/1/18	6/25/18	100,000	3137BM6P6	FHLMC MULTIFAMILY STRUCTURED P POOL	3.09%	8/25/22	257.50		
6/1/18	6/25/18	67,361	3136AQDQ0	FANNIE MAE SERIES 2015-M13 ASQ2	1.64%	9/1/19	95.70		
6/1/18	6/25/18	135,000	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	400.50		
6/5/18	6/5/18	125,000	25468PDU7	WALT DISNEY COMPANY CORP NOTES	1.80%	6/5/20	1,125.00		
6/5/18	6/5/18	100,000	437076BQ4	HOME DEPOT INC CORP NOTES	1.80%	6/5/20	900.00		
6/7/18	6/7/18	200,000	94974BGR5	WELLS FARGO & COMPANY NOTES	2.55%	12/7/20	2,550.00		
6/7/18	6/7/18	80,000	172967KS9	CITIGROUP INC CORP NOTES	2.05%	6/7/19	820.00		
6/15/18	6/15/18	200,000	931142EA7	WAL-MART STORES INC CORP NOTE	1.90%	12/15/20	2,480.56		
6/30/18	6/30/18	60,000	912828A83	US TREASURY NOTES	2.37%	12/31/20	712.50		
<b>Total INTEREST</b>							<b>9,946,669</b>	<b>87,224.48</b>	

**MATURITY**

5/22/18	5/22/18	200,000	06406HDB2	BANK OF NEW YORK MELLON CORP (CALLABLE)	1.60%	5/22/18	200,000.00		0.00
<b>Total MATURITY</b>							<b>200,000.00</b>	<b>0.00</b>	

**PAYDOWNS**

4/1/18	4/25/18	6,368	3136AQS1	FNMA SERIES 2015-M15 ASQ2	1.89%	1/1/19	6,368.38		0.00
4/1/18	4/25/18	1,099	3136AQDQ0	FANNIE MAE SERIES 2015-M13 ASQ2	1.64%	9/1/19	1,099.04		0.00
5/1/18	5/25/18	6,387	3136AQDQ0	FANNIE MAE SERIES 2015-M13 ASQ2	1.64%	9/1/19	6,387.40		0.00
5/1/18	5/25/18	2,685	3136AQS1	FNMA SERIES 2015-M15 ASQ2	1.89%	1/1/19	2,685.12		0.00
6/1/18	6/25/18	2,401	3136AQDQ0	FANNIE MAE SERIES 2015-M13 ASQ2	1.64%	9/1/19	2,400.56		0.00
6/1/18	6/25/18	2,124	3136AQS1	FNMA SERIES 2015-M15 ASQ2	1.89%	1/1/19	2,123.64		0.00

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Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
<b>Total PAYDOWNS</b>		<b>21,064</b>					<b>21,064.14</b>		<b>0.00</b>
<b>SELL</b>									
4/4/18	4/9/18	85,000	3130A9EP2	FHLB GLOBAL NOTES	1.00%	9/26/19	83,492.19	2.26%	(1,502.64)
4/12/18	4/19/18	115,000	912828A83	US TREASURY NOTES	2.37%	12/31/20	115,575.32	2.46%	(3,572.57)
5/3/18	5/10/18	80,000	912828Q78	US TREASURY NOTES	1.37%	4/30/21	77,136.14	2.65%	(1,760.88)
5/7/18	5/10/18	70,000	912828R77	US TREASURY NOTES	1.37%	5/31/21	67,789.78	2.67%	(1,299.40)
5/8/18	5/11/18	200,000	912828Q37	US TREASURY NOTES	1.25%	3/31/21	192,514.43	2.66%	(9,327.15)
5/14/18	5/17/18	50,000	06051GFW4	BANK OF AMERICA CORP NOTE	2.62%	4/19/21	49,153.58	3.31%	(1,278.36)
6/5/18	6/7/18	200,000	06417GUE6	BANK OF NOVA SCOTIA HOUSTON LT CD	1.91%	4/5/19	199,494.50	2.56%	(1,174.00)
6/7/18	6/8/18	350,000	3137EAEF2	FHLMC AGENCY NOTES	1.37%	4/20/20	343,340.67	2.53%	(6,550.08)
6/11/18	6/18/18	100,000	3135G0T29	FNMA NOTES	1.50%	2/28/20	98,754.33	2.53%	(1,667.50)
6/11/18	6/18/18	100,000	3137EAEF2	FHLMC AGENCY NOTES	1.37%	4/20/20	98,116.53	2.55%	(1,893.61)
<b>Total SELL</b>		<b>1,350,000</b>					<b>1,325,367.47</b>		<b>-30,026.19</b>

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 09/03/2013 2.125% 08/31/2020	912828VV9	40,000.00	AA+	Aaa	12/28/2015	12/30/2015	40,692.19	1.74	284.10	40,328.25	39,634.36
US TREASURY NOTES DTD 11/15/2010 2.625% 11/15/2020	912828PC8	30,000.00	AA+	Aaa	5/3/2016	5/6/2016	31,860.94	1.21	100.58	30,988.27	30,029.31
US TREASURY NOTES DTD 12/02/2013 2.000% 11/30/2020	912828A42	75,000.00	AA+	Aaa	3/2/2016	3/4/2016	77,141.60	1.38	127.05	76,108.78	73,974.60
US TREASURY NOTES DTD 12/31/2013 2.375% 12/31/2020	912828A83	60,000.00	AA+	Aaa	3/30/2016	3/31/2016	63,014.06	1.28	3.87	61,607.71	59,688.30
US TREASURY NOTES DTD 02/28/2014 2.000% 02/28/2021	912828B90	315,000.00	AA+	Aaa	7/6/2016	7/8/2016	330,405.47	0.92	2,105.71	323,918.36	310,090.41
US TREASURY NOTES DTD 03/31/2016 1.250% 03/31/2021	912828Q37	85,000.00	AA+	Aaa	6/27/2016	6/29/2016	86,082.42	0.98	267.08	85,632.03	81,951.99
US TREASURY NOTES DTD 05/02/2016 1.375% 04/30/2021	912828Q78	115,000.00	AA+	Aaa	2/1/2017	2/3/2017	112,704.49	1.87	266.41	113,447.10	111,123.24
US TREASURY NOTES DTD 06/02/2014 2.000% 05/31/2021	912828WN6	85,000.00	AA+	Aaa	9/1/2016	9/2/2016	88,054.69	1.22	143.99	86,898.55	83,529.08
US TREASURY NOTES DTD 05/31/2016 1.375% 05/31/2021	912828R77	380,000.00	AA+	Aaa	3/15/2017	3/17/2017	370,128.91	2.02	442.55	373,072.84	366,714.82
US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	825,000.00	AA+	Aaa	6/27/2017	6/29/2017	833,991.21	1.73	5,514.95	831,887.71	808,919.10
US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	675,000.00	AA+	Aaa	4/3/2017	4/5/2017	680,220.70	1.82	4,512.23	678,799.01	661,842.90
US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	900,000.00	AA+	Aaa	12/1/2016	12/5/2016	902,671.88	1.93	6,016.30	901,820.31	882,457.20
US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	650,000.00	AA+	Aaa	7/6/2017	7/11/2017	653,935.55	1.85	4,345.11	653,041.34	637,330.20
US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	300,000.00	AA+	Aaa	10/3/2016	10/5/2016	311,261.72	1.21	2,005.43	307,347.06	294,152.40
US TREASURY NOTES DTD 10/31/2016 1.250% 10/31/2021	912828T67	500,000.00	AA+	Aaa	8/30/2017	8/31/2017	492,109.38	1.64	1,052.99	493,649.91	477,695.50

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>U.S. Treasury Bond / Note</b>											
US TREASURY NOTES DTD 10/31/2016 1.250% 10/31/2021	912828T67	250,000.00	AA+	Aaa	10/5/2017	10/10/2017	244,208.98	1.85	526.49	245,214.50	238,847.75
US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	550,000.00	AA+	Aaa	1/3/2018	1/4/2018	543,017.58	2.18	1,737.43	543,781.95	533,693.60
US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	700,000.00	AA+	Aaa	5/3/2018	5/7/2018	677,632.81	2.73	2,211.28	678,433.72	679,246.40
US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	200,000.00	AA+	Aaa	12/4/2017	12/6/2017	197,921.88	2.12	631.79	198,181.50	194,070.40
US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	350,000.00	AA+	Aaa	11/2/2017	11/3/2017	348,742.19	1.96	1,105.64	348,920.60	339,623.20
<b>Security Type Sub-Total</b>		<b>7,085,000.00</b>					<b>7,085,798.65</b>	<b>1.86</b>	<b>33,400.98</b>	<b>7,073,079.50</b>	<b>6,904,614.76</b>
<b>Supra-National Agency Bond / Note</b>											
INTER-AMERICAN DEVELOPMENT BANK DTD 04/12/2016 1.000% 05/13/2019	458182DX7	280,000.00	AAA	Aaa	4/5/2016	4/12/2016	279,160.00	1.10	373.33	279,761.15	276,367.00
INTER-AMERICAN DEVEL BK NOTE DTD 04/12/2017 1.625% 05/12/2020	4581X0CX4	400,000.00	AAA	Aaa	4/5/2017	4/12/2017	399,052.00	1.70	884.72	399,419.97	393,224.80
INTL BANK OF RECONSTRUCTION AND DEV NOTE DTD 09/19/2017 1.561% 09/12/2020	45905LUP32	200,000.00	AAA	Aaa	9/12/2017	9/19/2017	199,520.00	1.64	945.27	199,643.79	195,030.00
INTER-AMERICAN DEVELOPMENT BANK DTD 11/08/2013 2.125% 11/09/2020	4581X0CD8	250,000.00	AAA	Aaa	10/2/2017	10/10/2017	252,317.28	1.81	767.36	251,784.36	246,637.50
INTERNATIONAL FINANCE CORPORATION NOTE DTD 03/16/2018 2.635% 03/09/2021	45950VLQ7	200,000.00	AAA	Aaa	3/9/2018	3/16/2018	199,850.00	2.66	1,537.08	199,863.87	198,264.80
<b>Security Type Sub-Total</b>		<b>1,330,000.00</b>					<b>1,329,899.28</b>	<b>1.73</b>	<b>4,507.76</b>	<b>1,330,473.14</b>	<b>1,309,524.10</b>

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Municipal Bond / Note</b>											
CT ST TXBL GO BONDS DTD 08/17/2016 1.300% 08/15/2019	20772J3D2	205,000.00	A	A1	8/3/2016	8/17/2016	205,442.80	1.23	1,006.78	205,167.79	200,838.50
<b>Security Type Sub-Total</b>		<b>205,000.00</b>					<b>205,442.80</b>	<b>1.23</b>	<b>1,006.78</b>	<b>205,167.79</b>	<b>200,838.50</b>
<b>Federal Agency Collateralized Mortgage Obligation</b>											
FNMA SERIES 2015-M15 ASQ2 DTD 11/01/2015 1.898% 01/01/2019	3136AQS1	19,200.74	AA+	Aaa	11/6/2015	11/30/2015	19,392.75	1.20	30.37	19,208.77	19,141.98
FANNIE MAE SERIES 2015-M13 ASQ2 DTD 10/01/2015 1.648% 09/01/2019	3136AQDQ0	64,960.50	AA+	Aaa	10/7/2015	10/30/2015	65,611.01	1.08	89.10	65,093.41	64,627.60
FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/25/2021	3136B1XP4	135,000.00	AA+	Aaa	4/11/2018	4/30/2018	137,685.29	2.27	400.50	137,605.86	136,908.91
FHLMC MULTIFAMILY STRUCTURED P POOL DTD 12/01/2015 3.090% 08/25/2022	3137BM6P6	100,000.00	AA+	Aaa	4/4/2018	4/9/2018	100,851.56	2.61	257.50	100,804.02	100,038.83
<b>Security Type Sub-Total</b>		<b>319,161.24</b>					<b>323,540.61</b>	<b>2.07</b>	<b>777.47</b>	<b>322,712.06</b>	<b>320,717.32</b>
<b>Federal Agency Bond / Note</b>											
FHLMC AGENCY NOTES DTD 04/20/2017 1.375% 04/20/2020	3137EAEF2	50,000.00	AA+	Aaa	4/19/2017	4/20/2017	49,829.00	1.49	135.59	49,896.35	48,960.75
FHLB NOTES DTD 09/08/2017 1.375% 09/28/2020	3130ACE26	100,000.00	AA+	Aaa	9/7/2017	9/8/2017	99,679.00	1.48	355.21	99,762.96	97,225.00
FHLMC NOTES DTD 11/15/2017 1.875% 11/17/2020	3137EAEK1	400,000.00	AA+	Aaa	11/14/2017	11/15/2017	399,616.00	1.91	916.67	399,694.62	392,608.40
FHLMC GLOBAL NOTE DTD 07/14/2016 1.125% 07/14/2021	3130A8QS5	575,000.00	AA+	Aaa	8/3/2016	8/3/2016	571,992.75	1.23	3,000.78	573,133.45	550,227.85
FHLMC GLOBAL NOTE DTD 07/14/2016 1.125% 07/14/2021	3130A8QS5	475,000.00	AA+	Aaa	7/14/2016	7/15/2016	472,111.53	1.25	2,478.91	473,223.76	454,536.05
<b>Security Type Sub-Total</b>		<b>1,600,000.00</b>					<b>1,593,228.28</b>	<b>1.43</b>	<b>6,887.16</b>	<b>1,595,711.14</b>	<b>1,543,558.05</b>

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Corporate Note</b>											
TOYOTA MOTOR CREDIT CORP DTD 07/13/2015 1.550% 07/13/2018	89236TCP8	75,000.00	AA-	Aa3	10/11/2015	10/6/2015	75,182.25	1.46	542.50	75,002.24	74,977.65
GOLDMAN SACHS GRP INC CORP NT (CALLABLE) DTD 04/25/2016 2.000% 04/25/2019	38141GVT8	25,000.00	BBB+	A3	4/20/2016	4/25/2016	24,930.50	2.10	91.67	24,980.66	24,827.08
GOLDMAN SACHS GRP INC CORP NT (CALLABLE) DTD 04/25/2016 2.000% 04/25/2019	38141GVT8	175,000.00	BBB+	A3	4/21/2016	4/26/2016	174,888.00	2.02	641.67	174,968.85	173,789.53
CITIGROUP INC CORP NOTES DTD 06/09/2016 2.050% 06/07/2019	172967KS9	80,000.00	BBB+	Baa1	6/2/2016	6/9/2016	79,958.40	2.07	109.33	79,986.75	79,359.04
BURLINGTON NRTH CORP DTD 09/24/2009 4.700% 10/01/2019	12189TBC7	100,000.00	A+	A3	6/3/2016	6/8/2016	110,390.00	1.48	1,175.00	103,978.00	102,262.20
CITIGROUP INC (CALLABLE) CORP NOTE DTD 01/10/2017 2.450% 01/10/2020	172967LF6	200,000.00	BBB+	Baa1	1/4/2017	1/10/2017	199,920.00	2.46	2,327.50	199,958.60	197,753.80
MICROSOFT CORP NOTES DTD 02/06/2017 1.850% 02/06/2020	594918BV5	200,000.00	AAA	Aaa	1/30/2017	2/6/2017	199,866.00	1.87	1,490.28	199,927.74	197,444.40
AMERICAN EXPRESS CREDIT (CALLABLE) NOTE DTD 03/03/2017 2.200% 03/03/2020	0258M0EE5	120,000.00	A-	A2	2/28/2017	3/3/2017	119,875.20	2.24	865.33	119,929.44	118,425.60
WALT DISNEY COMPANY CORP NOTES DTD 03/06/2017 1.950% 03/04/2020	25468PDP8	85,000.00	A+	A2	3/1/2017	3/6/2017	84,977.90	1.96	538.69	84,987.46	83,591.64
TOYOTA MOTOR CREDIT CORP DTD 04/17/2017 1.950% 04/17/2020	89236TDU6	325,000.00	AA-	Aa3	4/11/2017	4/17/2017	324,850.50	1.97	1,302.71	324,909.55	319,409.03
APPLE INC BONDS DTD 05/11/2017 1.800% 05/11/2020	037833CS7	175,000.00	AA+	Aa1	5/4/2017	5/11/2017	174,821.50	1.84	437.50	174,888.14	172,034.80
WALT DISNEY COMPANY CORP NOTES DTD 06/06/2017 1.800% 06/05/2020	25468PDU7	125,000.00	A+	A2	6/1/2017	6/6/2017	124,855.00	1.84	162.50	124,905.82	122,208.13

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Corporate Note</b>											
HOME DEPOT INC CORP NOTES DTD 06/05/2017 1.800% 06/05/2020	437076BQ4	100,000.00	A	A2	5/24/2017	6/5/2017	99,942.00	1.82	130.00	99,962.37	98,201.30
STATE STREET CORP NOTES DTD 08/18/2015 2.550% 08/18/2020	857477AS2	200,000.00	A	A1	3/4/2016	3/7/2016	203,708.00	2.11	1,884.17	201,819.84	198,371.20
CATERPILLAR FINL SERVICE NOTE DTD 09/07/2017 1.850% 09/04/2020	14913Q2A6	150,000.00	A	A3	9/5/2017	9/7/2017	149,874.00	1.88	901.88	149,907.64	146,071.50
PACCAR FINANCIAL CORP NOTES DTD 11/13/2017 2.050% 11/13/2020	69371RN85	100,000.00	A+	A1	11/6/2017	11/13/2017	99,991.00	2.05	273.33	99,992.86	97,592.90
WELLS FARGO & COMPANY NOTES DTD 12/07/2015 2.550% 12/07/2020	94974BGR5	200,000.00	A-	A2	5/6/2016	5/10/2016	204,432.00	2.04	340.00	202,409.06	196,841.20
WAL-MART STORES INC CORP NOTE DTD 10/20/2017 1.900% 12/15/2020	931142EA7	200,000.00	AA	Aa2	10/11/2017	10/20/2017	199,710.00	1.95	168.89	199,775.48	195,947.20
BRANCH BANKING & TRUST (CALLABLE) NOTES DTD 10/26/2017 2.150% 02/01/2021	05531FAZ6	50,000.00	A-	A2	10/23/2017	10/26/2017	49,977.00	2.17	447.92	49,981.09	48,625.05
IBM CORP CORP NOTES DTD 02/06/2018 2.650% 02/05/2021	44932HAG8	200,000.00	A+	A1	2/1/2018	2/6/2018	199,902.00	2.67	2,134.72	199,914.67	198,104.60
NATIONAL RURAL UTIL COOP DTD 02/26/2018 2.900% 03/15/2021	63743HER9	85,000.00	A	A2	2/2/2018	2/26/2018	84,905.65	2.94	855.90	84,916.53	84,367.69
NATIONAL RURAL UTIL COOP DTD 02/26/2018 2.900% 03/15/2021	63743HER9	115,000.00	A	A2	4/12/2018	4/19/2018	114,513.55	3.05	1,157.99	114,547.52	114,144.52
UNILEVER CAPITAL CORP NOTES DTD 03/22/2018 2.750% 03/22/2021	904764AZ0	200,000.00	A+	A1	3/19/2018	3/22/2018	198,978.00	2.93	1,512.50	199,068.31	198,426.60
PEPSICO INC CORP (CALLABLE) NOTE DTD 10/10/2017 2.000% 04/15/2021	713448DX3	125,000.00	A+	A1	10/5/2017	10/10/2017	124,975.00	2.01	527.78	124,979.89	121,869.88
BANK OF AMERICA CORP NOTE DTD 04/19/2016 2.625% 04/19/2021	06051GFW4	25,000.00	A-	A3	11/1/2017	11/3/2017	25,194.00	2.39	131.25	25,158.24	24,559.43
MORGAN STANLEY CORP NOTES DTD 04/21/2016 2.500% 04/21/2021	61746BEA0	200,000.00	BBB+	A3	11/1/2017	11/3/2017	200,648.00	2.40	972.22	200,529.15	195,337.60

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Corporate Note</b>											
BANK OF NEW YORK MELLON (CALLABLE) NOTES DTD 05/02/2016 2.050% 05/03/2021	06406FAB9	200,000.00	A	A1	5/17/2016	5/20/2016	200,426.00	2.00	660.56	200,247.19	193,762.20
AMERICAN EXPRESS CREDIT (CALLABLE) NOTES DTD 05/05/2016 2.250% 05/05/2021	0258M0EB1	100,000.00	A-	A2	5/25/2016	5/31/2016	99,814.00	2.29	350.00	99,890.59	97,173.10
BRANCH BANKING & TRUST (CALLABLE) NOTE DTD 05/10/2016 2.050% 05/10/2021	05531FAV5	100,000.00	A-	A2	5/10/2016	5/16/2016	99,934.00	2.06	290.42	99,961.43	96,627.40
PACCAR FINANCIAL CORP DTD 05/10/2018 3.100% 05/10/2021	69371RP26	70,000.00	A+	A1	5/7/2018	5/10/2018	69,981.80	3.11	307.42	69,982.63	70,153.79
GENERAL DYNAMICS CORP DTD 05/11/2018 3.000% 05/11/2021	369550BE7	200,000.00	A+	A2	5/8/2018	5/11/2018	198,610.00	3.25	833.33	198,671.79	199,357.40
HERSHEY COMPANY CORP NOTES DTD 05/10/2018 3.100% 05/15/2021	427866BA5	80,000.00	A	A1	5/3/2018	5/10/2018	79,944.80	3.12	351.33	79,947.36	80,089.76
CHARLES SCHWAB CORP CORP NOTES DTD 05/22/2018 3.250% 05/21/2021	808513AW5	125,000.00	A	A2	5/17/2018	5/22/2018	124,996.25	3.25	440.10	124,996.36	125,499.50
AMERICAN HONDA FINANCE CORP NOTES DTD 09/09/2016 1.700% 09/09/2021	02665WBG5	200,000.00	A+	A2	9/9/2016	9/14/2016	198,634.00	1.84	1,057.78	199,112.30	191,611.60
BANK OF AMERICA CORP (CALLABLE) DTD 09/18/2017 2.328% 10/01/2021	06051GGS2	125,000.00	A-	A3	9/13/2017	9/18/2017	125,000.00	2.33	727.50	125,000.00	122,200.88
JOHN DEERE CAPITAL CORP NOTES DTD 01/06/2017 2.650% 01/06/2022	24422ETL3	180,000.00	A	A2	3/10/2017	3/15/2017	179,206.20	2.75	2,318.75	179,412.63	176,124.42
BANK OF AMERICA CORP DTD 05/17/2018 3.499% 05/17/2022	06051GHH5	50,000.00	A-	A3	5/14/2018	5/17/2018	50,000.00	3.50	213.83	50,000.00	49,982.85
JPMORGAN CHASE & CO CORP NOTES DTD 06/18/2018 3.514% 06/18/2022	46647PAS5	200,000.00	A-	A3	6/11/2018	6/18/2018	200,000.00	3.51	253.79	200,000.00	200,154.00
<b>Security Type Sub-Total</b>		<b>5,265,000.00</b>					<b>5,277,812.50</b>	<b>2.32</b>	<b>28,928.04</b>	<b>5,268,608.18</b>	<b>5,187,280.47</b>



Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Certificate of Deposit</b>											
NORDEA BANK FINLAND NY CD DTD 12/05/2016 1.760% 11/30/2018	65558LWA6	375,000.00	A-1+	P-1	12/11/2016	12/5/2016	375,000.00	1.74	586.67	375,000.00	374,496.00
CANADIAN IMPERIAL BANK NY CD DTD 12/05/2016 1.760% 11/30/2018	13606A5Z7	375,000.00	A-1	P-1	12/11/2016	12/5/2016	374,707.50	1.78	568.33	374,938.68	374,019.75
SVENSKA HANDELSBANKEN NY LT CD DTD 01/12/2017 1.890% 01/10/2019	86958JHB8	350,000.00	A-1+	P-1	1/10/2017	1/12/2017	350,000.00	1.91	3,160.50	350,000.00	348,479.95
BANK OF MONTREAL CHICAGO CERT DEPOS DTD 02/09/2017 1.880% 02/07/2019	06427KRC3	400,000.00	A-1	P-1	2/8/2017	2/9/2017	400,000.00	1.90	3,008.00	400,000.00	399,254.80
BANK OF NOVA SCOTIA HOUSTON LT CD DTD 04/06/2017 1.910% 04/05/2019	06417GUE6	200,000.00	A-1	P-1	4/5/2017	4/6/2017	200,000.00	1.91	923.17	200,000.00	198,838.40
SUMITOMO MITSUI BANK NY CD DTD 05/04/2017 2.050% 05/03/2019	86563YYN0	400,000.00	A-1	P-1	5/3/2017	5/4/2017	400,000.00	2.05	1,343.89	400,000.00	398,299.20
SKANDINAV ENSKILDA BANKEN NY CD DTD 08/04/2017 1.840% 08/02/2019	83050FXT3	400,000.00	A+	Aa2	8/3/2017	8/4/2017	399,844.00	1.85	3,046.22	399,914.93	396,549.20
MUFG BANK LTD/NY CERT DEPOS DTD 09/27/2017 2.070% 09/25/2019	06539RGM3	200,000.00	A	A1	9/25/2017	9/27/2017	200,000.00	2.07	3,185.50	200,000.00	198,000.20
CREDIT SUISSE NEW YORK CERT DEPOS DTD 02/08/2018 2.670% 02/07/2020	22549LFR1	200,000.00	A	A1	2/7/2018	2/8/2018	200,000.00	2.67	2,121.17	200,000.00	199,992.60
UBS AG STAMFORD CT LT CD DTD 03/06/2018 2.900% 03/02/2020	90275DHG8	250,000.00	A+	Aa2	3/2/2018	3/6/2018	250,000.00	2.93	2,356.25	250,000.00	250,822.00
BANK OF NOVA SCOTIA HOUSTON CD DTD 06/07/2018 3.080% 06/05/2020	06417GUJ2	200,000.00	A+	A1	6/5/2018	6/7/2018	199,924.00	3.10	410.67	199,926.46	201,109.80
WELLS FARGO BANKING CORP NY CD DTD 08/07/2017 2.050% 08/03/2020	96121T4A3	360,000.00	AA-	Aa3	8/3/2017	8/7/2017	360,000.00	2.05	2,952.00	360,000.00	354,302.64

**Managed Account Detail of Securities Held**

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Certificate of Deposit</b>											
SWEDBANK (NEW YORK) CERT DEPOS	87019J6D6	400,000.00	AA-	Aa2	11/16/2017	11/17/2017	400,000.00	2.30	1,160.22	400,000.00	391,647.20
DTD 11/17/2017 2.270% 11/16/2020											
ROYAL BANK OF CANADA NY CD DTD 06/08/2018 3.240% 06/07/2021	78012UEE1	350,000.00	AA-	A1	6/7/2018	6/8/2018	350,000.00	3.24	724.50	350,000.00	352,463.30
<b>Security Type Sub-Total</b>		<b>4,460,000.00</b>					<b>4,459,475.50</b>	<b>2.20</b>	<b>25,547.09</b>	<b>4,459,780.07</b>	<b>4,438,275.04</b>
<b>Managed Account Sub Total</b>		<b>20,264,161.24</b>					<b>20,275,197.62</b>	<b>2.01</b>	<b>101,055.28</b>	<b>20,255,531.88</b>	<b>19,904,808.24</b>
<b>Securities Sub-Total</b>		<b>\$20,264,161.24</b>					<b>\$20,275,197.62</b>	<b>2.01%</b>	<b>\$101,055.28</b>	<b>\$20,255,531.88</b>	<b>\$19,904,808.24</b>
<b>Accrued Interest</b>											<b>\$101,055.28</b>
<b>Total Investments</b>											<b>\$20,005,863.52</b>

Bolded items are forward settling trades.

**IMPORTANT DISCLOSURES**

This material is based on information obtained from sources generally believed to be reliable and available to the public; however, PFM Asset Management LLC cannot guarantee its accuracy, completeness or suitability. This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation. All statements as to what will or may happen under certain circumstances are based on assumptions, some, but not all of which, are noted in the presentation. Assumptions may or may not be proven correct as actual events occur, and results may depend on events outside of your or our control. Changes in assumptions may have a material effect on results. Past performance does not necessarily reflect and is not a guaranty of future results. The information contained in this presentation is not an offer to purchase or sell any securities.

- Market values that include accrued interest are derived from closing bid prices as of the last business day of the month as supplied by Interactive Data, Bloomberg, or Telerate. Where prices are not available from generally recognized sources, the securities are priced using a yield based matrix system to arrive at an estimated market value.
- In accordance with generally accepted accounting principles, information is presented on a trade date basis; forward settling purchases are included in the monthly balances, and forward settling sales are excluded.
- Performance is presented in accordance with the CFA Institute's Global Investment Performance Standards (GIPS). Unless otherwise noted, performance is shown gross of fees. Quarterly returns are presented on an unannualized basis. Returns for periods greater than one year are presented on an annualized basis. Past performance is not indicative of future returns.
- Bank of America/Merrill Lynch Indices provided by Bloomberg Financial Markets.
- Money market fund/cash balances are included in performance and duration computations.
- Standard & Poor's is the source of the credit ratings. Distribution of credit rating is exclusive of money market fund/LGIP holdings.
- Callable securities in the portfolio are included in the maturity distribution analysis to their stated maturity date, although, they may be called prior to maturity.
- MBS maturities are represented by expected average life.

## GLOSSARY

- **ACCRUED INTEREST:** Interest that is due on a bond or other fixed income security since the last interest payment was made.
- **AGENCIES:** Federal agency securities and/or Government-sponsored enterprises.
- **AMORTIZED COST:** The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short-term securities (those with less than one year to maturity at time of issuance) is amortized on a straight line basis. Such discount or premium with respect to longer-term securities is amortized using the constant yield basis.
- **BANKERS' ACCEPTANCE:** A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill as well as the insurer.
- **COMMERCIAL PAPER:** An unsecured obligation issued by a corporation or bank to finance its short-term credit needs, such as accounts receivable and inventory.
- **CONTRIBUTION TO DURATION:** Represents each sector or maturity range's relative contribution to the overall duration of the portfolio measured as a percentage weighting. Since duration is a key measure of interest rate sensitivity, the contribution to duration measures the relative amount or contribution of that sector or maturity range to the total rate sensitivity of the portfolio.
- **DURATION TO WORST:** A measure of the sensitivity of a security's price to a change in interest rates, stated in years, computed from cash flows to the maturity date or to the put date, whichever results in the highest yield to the investor.
- **EFFECTIVE DURATION:** A measure of the sensitivity of a security's price to a change in interest rates, stated in years.
- **EFFECTIVE YIELD:** The total yield an investor receives in relation to the nominal yield or coupon of a bond. Effective yield takes into account the power of compounding on investment returns, while nominal yield does not.
- **FDIC:** Federal Deposit Insurance Corporation. A federal agency that insures bank deposits to a specified amount.
- **INTEREST RATE:** Interest per year divided by principal amount and expressed as a percentage.
- **MARKET VALUE:** The value that would be received or paid for an investment in an orderly transaction between market participants at the measurement date.
- **MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.
- **NEGOTIABLE CERTIFICATES OF DEPOSIT:** A CD with a very large denomination, usually \$1 million or more, that can be traded in secondary markets.
- **PAR VALUE:** The nominal dollar face amount of a security.

## GLOSSARY

- **PASS THROUGH SECURITY:** A security representing pooled debt obligations that passes income from debtors to its shareholders. The most common type is the mortgage-backed security.
- **REPURCHASE AGREEMENTS:** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date.
- **SETTLE DATE:** The date on which the transaction is settled and monies/securities are exchanged. If the settle date of the transaction (i.e., coupon payments and maturity proceeds) occurs on a non-business day, the funds are exchanged on the next business day.
- **TRADE DATE:** The date on which the transaction occurred; however, the final consummation of the security transaction and payment has not yet taken place.
- **UNSETTLED TRADE:** A trade which has been executed; however, the final consummation of the security transaction and payment has not yet taken place.
- **U.S. TREASURY:** The department of the U.S. government that issues Treasury securities.
- **YIELD:** The rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.
- **YTM AT COST:** The yield to maturity at cost is the expected rate of return based on the original cost, the annual interest receipts, maturity value, and the time period from purchase date to maturity, stated as a percentage on an annualized basis.
- **YTM AT MARKET:** The yield to maturity at market is the rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.

**Agenda Item 09.B**

**SPECIAL REPORTS**

**SUBJECT: Insurance Market Update**

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**BACKGROUND AND STATUS:**

Doug Wozniak of Alliant Insurance Services will be at the Board of Directors meeting to update the Board on the current insurance market.

**RECOMMENDATION:**

Information only.

**REFERENCE MATERIALS ATTACHED:**

None

**Agenda Item 10.A**

**ADMINISTRATIVE/STAFF REPORTS**

**SUBJECT: November Board of Directors Retreat/Board Meeting Update**

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**BACKGROUND AND STATUS:**

Our Board of Directors meeting and Strategic Retreat is scheduled for November 4-6, 2018 at the Hilton Anaheim in Anaheim, California.

The Board of Directors meeting starts at 9:00 a.m. on Monday, November 5, 2018 and the Strategic Retreat will follow the Board of Directors meeting (approximately 2:00 p.m.). Most of the Board of Directors arrives Sunday late afternoon/early evening. The Board of Directors meeting and Strategic Retreat lasts until Tuesday, November 6, 2018 around noon to allow time for the Board and staff to get home to their various destinations.

We will discuss this in greater detail at the meeting. We will want to discuss topics for the Strategic Retreat (Bylaw revisions, Goals and Objectives, Training, etc.)

**RECOMMENDATION:**

None.

**REFERENCE MATERIALS ATTACHED:**

None

**Agenda Item 10.B**

**ADMINISTRATOR/STAFF REPORTS**

**SUBJECT: CAJPA Conference Update**

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**BACKGROUND AND STATUS:**

The CAJPA Conference is scheduled for September 11-14, 2018 in South Lake Tahoe. The hotels for this conference include: Lake Tahoe Resort; Harrah's and Harvey's in South Lake Tahoe. The Lake Tahoe Resort usually sells out quickly.

If you would like to attend the conference, let me know as soon as possible so I can make hotel reservations and get you registered.

As of this writing, Rick Richards and Pat Cabulagan will be attending the CAPJA Conference.

Staff will discuss this in greater detail at the meeting.

**RECOMMENDATION:**

Information only.

**REFERENCE MATERIALS ATTACHED:**

None.



**Agenda Item 10.C**

**ADMINISTRATOR/ STAFF REPORTS**

**SUBJECT: Update on District Visits**

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**BACKGROUND AND STATUS:**

Attached is the District Visitation Summary for Cycle XVI, along with the District Visitation Summary and History for review.

There were nine (9) district visits completed during the months of June, July and August of 2018. I am pleased to say that all nine (9) districts received a “Very Good” on their visitation review with no recommendation needed.

The following is their individual evaluation ranking.

**Arcade Creek – July 9, 2018**

Arcade Creek received a **Very Good** evaluation.

**Safety Committee**

*Good, no recommendations at this time.*

**Inspection Program**

*Good, no recommendations at this time.*

**Screening and Review**

*Good, no recommendations at this time.*

**ADA Implementation**

*Good, no recommendations at this time.*

**Injury and Illness Prevention Program (IIPP)**

*Good, no recommendations at this time.*

**Waiver and Release**

*Good, no recommendations at this time.*

**Facility Use Agreement**

*Good, no recommendations at this time.*

**Parks and Facilities**

*Good, no recommendations at this time.*

**Pools**

*District does not have a pool at this time.*

**Entrance Medical Exam**

*Good, no recommendations at this time.*

**Job Descriptions**

*Good, no recommendations at this time.*

**Volunteers**

*Good, no recommendations at this time.*

**Life Safety**

*Good, no recommendations at this time.*

**North Highlands – July 9, 2018**

North Highlands received a **Very Good** evaluation.

**Safety Committee**

*Good, no recommendations at this time.*

**Inspection Program**

*Good, no recommendations at this time.*

**Screening and Review**

*Good, no recommendations at this time.*

**ADA Implementation**

*Good, no recommendations at this time.*

**Injury and Illness Prevention Program (IIPP)**

*Good, no recommendations at this time.*

**Waiver and Release**

*Good, no recommendations at this time.*

**Facility Use Agreement**

*Good, no recommendations at this time.*

**Parks and Facilities**

*Good, no recommendations at this time.*

**Pools**

*The district does not own or operate any pools.*

**Entrance Medical Exam**

*Good, no recommendations at this time.*

**Job Descriptions**

*Good, no recommendations at this time.*

**Volunteers**

*Good, no recommendations at this time.*

**Life Safety**

*Good, no recommendations at this time.*

**Fair Oaks – July 10, 2018**

Fair Oaks received a **Very Good** evaluation.

**Safety Committee**

*Good, no recommendations at this time.*

**Inspection Program**

*Good, no recommendations at this time.*

**Screening and Review**

*Good, no recommendations at this time.*

**ADA Implementation**

*Good, no recommendations at this time.*

**Injury and Illness Prevention Program (IIPP)**

*Good, no recommendations at this time.*

**Waiver and Release**

*Good, no recommendations at this time.*

**Facility Use Agreement**

*Good, no recommendations at this time.*

**Parks and Facilities**

*Good, no recommendations at this time.*

**Pools**

*District does not have a pool at this time.*

**Entrance Medical Exam**

*Good, no recommendations at this time.*

**Job Descriptions**

*Good, no recommendations at this time.*

**Volunteers**

*Good, no recommendations at this time.*

**Life Safety**

*Good, no recommendations at this time.*

**Fulton-El Camino – July 11, 2018**

Fulton-El Camino received a **Very Good** evaluation.

**Safety Committee**

*Good, no recommendations at this time.*

**Inspection Program**

*Good, no recommendations at this time.*

**Screening and Review**

*Good, no recommendations at this time.*

**ADA Implementation**

*Good, no recommendations at this time.*

**Injury and Illness Prevention Program (IIPP)**

*Good, no recommendations at this time.*

**Waiver and Release**

*Good, no recommendations at this time.*

**Facility Use Agreement**

*Good, no recommendations at this time.*

**Parks and Facilities**

*Good, no recommendations at this time.*

**Pools**

*Good, no recommendations at this time*

**Entrance Medical Exam**

*Good, no recommendations at this time.*

**Job Descriptions**

*Good, no recommendations at this time.*

**Volunteers**

*Good, no recommendations at this time.*

**Life Safety**

*Good, no recommendations at this time.*

**Cordova – July 23, 2018**

Cordova received a **Very Good** evaluation.

**Safety Committee**

*Good, no recommendations at this time.*

**Inspection Program**

*Good, no recommendations at this time.*

**Screening and Review**

*Good, no recommendations at this time.*

**ADA Implementation**

*Good, no recommendations at this time.*

**Injury and Illness Prevention Program (IIPP)**

*Good, no recommendations at this time.*

**Waiver and Release**

*Good, no recommendations at this time.*

**Facility Use Agreement**

*Good, no recommendations at this time.*

**Parks and Facilities**

*Good, no recommendations at this time.*

**Pools**

*Good, no recommendations at this time.*

**Entrance Medical Exam**

*Good, no recommendations at this time.*

**Job Descriptions**

*Good, no recommendations at this time.*

**Volunteers**

*Good, no recommendations at this time.*

**Life Safety**

*Good, no recommendations at this time.*

**Mission Oaks – July 23, 2018**

Mission Oaks received a **Very Good** evaluation.

**Safety Committee**

*Good, no recommendations at this time.*

**Inspection Program**

*Good, no recommendations at this time.*

**Screening and Review**

*Good, no recommendations at this time.*

**ADA Implementation**

*Good, no recommendations at this time.*

**Injury and Illness Prevention Program (IIPP)**

*Good, no recommendations at this time.*

**Waiver and Release**

*Good, no recommendations at this time.*

**Facility Use Agreement**

*Good, no recommendations at this time.*

**Parks and Facilities**

*Good, no recommendations at this time.*

**Pools**

*District does not have a pool at this time.*

**Entrance Medical Exam**

*Good, no recommendations at this time.*

**Job Descriptions**

*Good, no recommendations at this time.*

**Volunteers**

*Good, no recommendations at this time.*

**Life Safety**

*Good, no recommendations at this time.*

**Arden Park – July 25, 2018**

Arden Park received a **Very Good** evaluation.

**Safety Committee**

*Good, no recommendations at this time.*

**Inspection Program**

*Good, no recommendations at this time.*

**Screening and Review**

*Good, no recommendations at this time.*

**ADA Implementation**

*Good, no recommendations at this time.*

**Injury and Illness Prevention Program (IIPP)**

*Good, no recommendations at this time.*

**Waiver and Release**

*Good, no recommendations at this time.*

**Facility Use Agreement**

*Good, no recommendations at this time.*

**Parks and Facilities**

*Good, no recommendations at this time.*

**Pools**

*Good, no recommendations at this time.*

**Entrance Medical Exam**

*Good, no recommendations at this time.*

**Job Descriptions**

*Good, no recommendations at this time.*

**Volunteers**

*The district doesn't currently use volunteers.*

**Life Safety**

*Good, no recommendations at this time.*

**Orangevale – August 13, 2018**

Orangevale received a **Very Good** evaluation.

**Safety Committee**

*Good, no recommendations at this time.*

**Inspection Program**

*Good, no recommendations at this time.*

**Screening and Review**

*Good, no recommendations at this time.*

**ADA Implementation**

*Good, no recommendations at this time.*

**Injury and Illness Prevention Program (IIPP)**

*Good, no recommendations at this time.*

**Waiver and Release**

*Good, no recommendations at this time.*

**Facility Use Agreement**

*Good, no recommendations at this time.*

**Parks and Facilities**

*Good, no recommendations at this time.*

**Pools**

*Good, no recommendations at this time.*

**Entrance Medical Exam**

*Good, no recommendations at this time.*

**Job Descriptions**

*Good, no recommendations at this time.*

**Volunteers**

*Good, no recommendations at this time.*

**Life Safety**

*Good, no recommendations at this time.*



**Arden Manor – August 14, 2018**

Arden Manor received a **Very Good** evaluation.

**Safety Committee**

*Good, no recommendations at this time.*

**Inspection Program**

*Good, no recommendations at this time.*

**Screening and Review**

*Good, no recommendations at this time.*

**ADA Implementation**

*Good, no recommendations at this time.*

**Injury and Illness Prevention Program (IIPP)**

*Good, no recommendations at this time.*

**Waiver and Release**

*Good, no recommendations at this time.*

**Facility Use Agreement**

*Good, no recommendations at this time.*

**Parks and Facilities**

*Good, no recommendations at this time.*

**Pools**

*District does not have a pool at this time.*

**Entrance Medical Exam**

*Good, no recommendations at this time.*

**Job Descriptions**

*Good, no recommendations at this time.*

**Volunteers**

*Good, no recommendations at this time.*

**Life Safety**

*Good, no recommendations at this time.*

**RECOMMENDATION:**

None, Information only.

**REFERENCE MATERIALS ATTACHED:**

1. District Visitation Summary
2. District Visitation History

**Agenda Item 10.D**

**ADMINISTRATOR/STAFF REPORTS**

**SUBJECT: PARMA Conference Update**

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**BACKGROUND AND STATUS:**

The PARMA Conference is scheduled for February 10-13, 2019 in Anaheim, CA. The hotels for this conference include: Disney's Paradise Pier (\$174); Disneyland Hotel (\$194); and Disney's Grand California (\$254). As in year's past, CAPRI will pay for the Paradise Pier and Disneyland Hotel, but if you would like to stay at the Grand Californian, you will have to pay the difference (\$254 less \$194).

If you would like to attend the conference, let me know as soon as possible so I can make hotel reservations and get you registered early.

Staff will discuss this in greater detail at the meeting.

**RECOMMENDATION:**

Information only.

**REFERENCE MATERIALS ATTACHED:**

None.



# Policy Year Summary

Current Period: 1/1/1901  
Through : 7/31/2018

Valuation Date: 7/31/2018

Policy Year	Open	Closed	Total Claims	Paid This Period	Incurred This Period	Outstanding	Incurred	Recovery	Net Incurred
1986/1987	0	39	39	158,934.99	158,934.99	0.00	158,934.99	0.00	158,934.99
1987/1988	0	91	91	567,783.35	567,783.35	0.00	567,783.35	0.00	567,783.35
1988/1989	0	77	77	336,758.78	336,758.78	0.00	336,758.78	0.00	336,758.78
1989/1990	0	56	56	252,372.90	252,372.90	0.00	252,372.90	0.00	252,372.90
1990/1991	0	69	69	646,700.81	646,700.81	0.00	646,700.81	0.00	646,700.81
1991/1992	0	78	78	574,432.62	574,432.62	0.00	574,432.62	0.00	574,432.62
1992/1993	0	66	66	334,437.15	334,437.15	0.00	334,437.15	0.00	334,437.15
1993	0	3	3	9,209.48	9,209.48	0.00	9,209.48	0.00	9,209.48
1993/1994	0	79	79	778,130.85	778,130.85	0.00	778,130.85	0.00	778,130.85
1994/1995	0	71	71	607,227.03	607,227.03	0.00	607,227.03	0.00	607,227.03
1995/1996	1	65	66	483,509.70	856,218.04	372,708.34	856,218.04	0.00	856,218.04
1996/1997	0	98	98	308,466.79	308,466.79	0.00	308,466.79	0.00	308,466.79
1997/1998	0	54	54	756,263.30	756,263.30	0.00	756,263.30	0.00	756,263.30
1998/1999	0	39	39	581,684.09	581,684.09	0.00	581,684.09	0.00	581,684.09
1999/2000	0	30	30	175,051.87	175,051.87	0.00	175,051.87	0.00	175,051.87
2000/2001	0	56	56	332,932.06	332,932.06	0.00	332,932.06	0.00	332,932.06
2001/2002	0	37	37	355,079.79	355,079.79	0.00	355,079.79	0.00	355,079.79
2002/2003	0	44	44	515,584.00	515,584.00	0.00	515,584.00	0.00	515,584.00
2003/2004	0	31	31	242,133.94	242,133.94	0.00	242,133.94	0.00	242,133.94
2004/2005	0	45	45	423,151.66	423,151.66	0.00	423,151.66	0.00	423,151.66
2005/2006	0	33	33	378,848.40	378,848.40	0.00	378,848.40	0.00	378,848.40
2006/2007	0	27	27	640,394.43	640,394.43	0.00	640,394.43	0.00	640,394.43
2007/2008	0	50	50	1,239,917.12	1,239,917.12	0.00	1,239,917.12	0.00	1,239,917.12
2008/2009	0	89	89	2,657,636.27	2,657,636.27	0.00	2,657,636.27	938,919.27	1,718,717.00



# Policy Year Summary

Current Period: 1/1/1901  
Through : 7/31/2018

Valuation Date: 7/31/2018

Policy Year	Open	Closed	Total Claims	Paid This Period	Incurred This Period	Paid	Outstanding	Incurred	Recovery	Net Incurred
2009/2010	0	82	82	823,290.68	823,290.68	823,290.68	0.00	823,290.68	0.00	823,290.68
2010/2011	0	67	67	1,425,815.87	1,425,815.87	1,425,815.87	0.00	1,425,815.87	0.00	1,425,815.87
2011/2012	0	71	71	758,753.29	758,753.29	758,753.29	0.00	758,753.29	0.00	758,753.29
2012/2013	0	55	55	527,624.98	527,624.98	527,624.98	0.00	527,624.98	0.00	527,624.98
2013/2014	0	75	75	1,683,366.31	1,683,366.31	1,683,366.31	0.00	1,683,366.31	0.00	1,683,366.31
2014/2015	7	57	64	947,254.96	1,665,475.31	947,254.96	718,220.35	1,665,475.31	21,354.75	1,644,120.56
2015/2016	8	63	71	623,839.26	870,362.83	623,839.26	246,523.57	870,362.83	0.00	870,362.83
2016/2017	13	64	77	194,815.91	531,262.31	194,815.91	336,446.40	531,262.31	0.00	531,262.31
2017/2018	29	34	63	107,253.94	497,362.75	107,253.94	390,108.81	497,362.75	0.00	497,362.75
2018/2019	5	0	5	0.00	7,148.00	0.00	7,148.00	7,148.00	0.00	7,148.00
<b>Grand Total</b>	<b>63</b>	<b>1,895</b>	<b>1,958</b>	<b>20,448,656.58</b>	<b>22,519,812.05</b>	<b>20,448,656.58</b>	<b>2,071,155.47</b>	<b>22,519,812.05</b>	<b>960,274.02</b>	<b>21,559,538.03</b>

**CAPRI Workers Comp.**  
**Fiscal Year Claim Summary**  
 07/01/2018 - 07/31/2018

WC Fiscal YearCS as of Month End

<u>Fiscal Year</u>	<u>Open</u>	<u>Closed</u>	<u>Total Claims</u>	<u>Paid This Period</u>	<u>Incurred This Period</u>	<u>Outstanding This Period</u>	<u>Paid</u>	<u>Outstanding</u>	<u>Incurred</u>	<u>Recovery</u>	<u>Net Incurred</u>
1978-1979	0	15	15	0.00	0.00	0.00	82,816.56	0.00	82,816.56	0.00	82,816.56
1979-1980	0	25	25	0.00	0.00	0.00	314,058.47	0.00	314,058.47	0.00	314,058.47
1980-1981	0	60	60	0.00	0.00	0.00	104,819.24	0.00	104,819.24	0.00	104,819.24
1981-1982	1	116	117	510.94	0.00	(\$510.94)	1,003,413.43	2,956,714.89	3,960,128.32	(819,496.82)	3,140,631.50
1982-1983	0	147	147	0.00	0.00	0.00	287,261.42	0.00	287,261.42	(9,500.00)	277,761.42
1983-1984	0	200	200	0.00	0.00	0.00	276,371.73	0.00	276,371.73	0.00	276,371.73
1984-1985	0	147	147	0.00	0.00	0.00	242,203.78	0.00	242,203.78	(2,276.88)	239,926.90
1985-1986	0	203	203	0.00	0.00	0.00	460,947.50	0.00	460,947.50	0.00	460,947.50
1986-1987	0	265	265	0.00	0.00	0.00	817,210.40	0.00	817,210.40	(170,667.80)	646,542.60
1987-1988	1	263	264	0.00	0.00	0.00	993,711.22	34,646.26	1,028,357.48	(1,923.75)	1,026,433.73
1988-1989	0	234	234	0.00	0.00	0.00	774,222.20	0.00	774,222.20	0.00	774,222.20
1989-1990	1	311	312	135.68	0.00	(\$135.68)	978,211.85	51,689.04	1,029,900.89	(1,558.05)	1,028,342.84
1990-1991	0	269	269	0.00	0.00	0.00	940,241.49	0.00	940,241.49	(3,446.00)	936,795.49
1991-1992	1	348	349	139.39	0.00	(\$139.39)	1,636,646.53	67,806.86	1,704,453.39	(332,326.03)	1,372,127.36
1992-1993	1	276	277	0.00	0.00	0.00	1,524,050.65	44,316.17	1,568,366.82	(15,000.00)	1,553,366.82
1993-1994	0	293	293	0.00	0.00	0.00	1,011,297.68	0.00	1,011,297.68	(5,499.00)	1,005,798.68
1994-1995	1	300	301	0.00	0.00	0.00	1,093,403.56	70,999.72	1,164,403.28	(30,075.94)	1,134,327.34
2005-2006	4	217	221	59,565.73	10.00	(\$59,555.73)	6,740,708.03	4,833,140.43	11,573,848.46	(3,996,931.58)	7,576,916.88
2006-2007	1	191	192	11.89	0.00	(\$11.89)	1,386,621.38	117,770.42	1,504,391.80	(38,500.00)	1,465,891.80
2007-2008	1	225	226	91.13	(\$59,120.35)	(\$59,211.48)	2,813,451.15	51,349.83	2,864,800.98	(682.00)	2,864,118.98
2008-2009	4	222	226	18,648.51	(\$57,098.57)	(\$75,747.08)	2,261,314.90	285,920.81	2,547,235.71	(106,809.97)	2,440,425.74
2009-2010	3	222	225	1,115.28	0.00	(\$1,115.28)	2,483,322.69	454,549.29	2,937,871.98	(15,000.00)	2,922,871.98
2010-2011	4	247	251	369.94	(\$19,095.14)	(\$19,465.08)	2,321,901.90	340,219.37	2,662,121.27	(2,255.18)	2,659,866.09
2011-2012	4	223	227	2,285.59	(\$5,435.62)	(\$7,721.21)	4,078,180.16	605,074.88	4,683,255.04	(1,088,619.24)	3,594,635.80
2012-2013	9	215	224	3,986.14	1,125.10	(\$2,861.04)	2,824,264.95	591,322.76	3,415,587.71	(51,585.57)	3,364,002.14
2013-2014	9	204	213	40,481.66	(\$234,074.85)	(\$274,556.51)	1,900,757.52	501,649.47	2,402,406.99	(4,525.67)	2,397,881.32
2014-2015	8	190	198	5,840.11	0.00	(\$5,840.11)	1,661,421.65	492,507.10	2,153,928.75	0.00	2,153,928.75
2015-2016	23	179	202	606,908.89	(\$1,037,292.13)	(\$1,644,201.02)	2,938,874.19	1,466,201.52	4,405,075.71	(12,645.06)	4,392,430.65
2016-2017	22	187	209	42,269.77	(\$29,146.27)	(\$71,416.04)	1,173,590.22	819,288.73	1,992,878.95	(1,494.91)	1,991,384.04
2017-2018	46	146	192	50,021.27	(\$8,569.22)	(\$58,590.49)	530,240.20	612,882.32	1,143,122.52	(850.44)	1,142,272.08
2018-2019	17	1	18	4,706.24	88,812.29	84,106.05	4,706.24	84,106.05	88,812.29	0.00	88,812.29
<b>Grand Total:</b>	<b>161</b>	<b>6,141</b>	<b>6,302</b>	<b>837,088.16</b>	<b>(\$1,359,884.76)</b>	<b>(\$2,196,972.92)</b>	<b>45,660,242.89</b>	<b>14,482,155.92</b>	<b>60,142,398.81</b>	<b>(6,711,669.89)</b>	<b>53,430,728.92</b>

**CAPRI**  
**Property Loss Run as of July 31, 2018**

Date of Loss	District Deductible	Reserves	Excess paid	CAPRI Paid	Recovery	Net Incurred
1986/1987	\$4,000.00	\$0.00	\$0.00	\$84,315.30	\$0.00	\$88,315.30
1987/1988	\$6,000.00	\$0.00	\$0.00	\$91,538.76	\$0.00	\$97,538.76
1988/1989	\$8,000.00	\$0.00	\$25,570.00	\$107,210.17	\$0.00	\$140,780.17
1989/1990	\$14,000.00	\$0.00	\$0.00	\$114,679.34	\$0.00	\$128,679.34
1990/1991	\$20,000.00	\$0.00	\$32,529.91	\$183,866.26	\$0.00	\$236,396.17
1991/1992	\$22,000.00	\$0.00	\$0.00	\$107,977.77	\$0.00	\$129,977.77
1992/1993	\$12,000.00	\$0.00	\$0.00	\$36,873.08	\$0.00	\$48,873.08
1993/1994	\$18,000.00	\$0.00	\$0.00	\$80,502.95	\$0.00	\$98,502.95
1994/1995	\$16,000.00	\$0.00	\$0.00	\$33,880.42	\$0.00	\$49,880.42
1995/1996	\$22,000.00	\$0.00	\$0.00	\$103,876.77	\$0.00	\$125,876.77
1996/1997	\$20,000.00	\$0.00	\$113,742.79	\$225,515.90	\$0.00	\$359,258.69
1997/1998	\$22,000.00	\$0.00	\$0.00	\$133,345.85	\$0.00	\$155,345.85
1998/1999	\$12,000.00	\$0.00	\$0.00	\$50,409.26	\$0.00	\$62,409.26
1999/2000	\$10,000.00	\$0.00	\$0.00	\$34,922.02	\$0.00	\$44,922.02
2000/2001	\$16,000.00	\$0.00	\$0.00	\$156,431.29	\$0.00	\$172,431.29
2001/2002	\$26,000.00	\$0.00	\$0.00	\$100,644.71	\$0.00	\$126,644.71
2002/2003	\$36,000.00	\$0.00	\$9,759.04	\$210,841.44	\$0.00	\$256,600.48
2003/2004	\$20,000.00	\$0.00	\$0.00	\$251,764.22	\$0.00	\$271,764.22
2004/2005	\$26,000.00	\$0.00	\$150,000.00	\$377,615.44	\$0.00	\$553,615.44
2005/2006	46,000.00	0.00	63,642.56	544,153.94	0.00	653,796.50
2006/2007	\$62,000.00	\$0.00	\$0.00	\$366,307.81	\$0.00	\$428,307.81
2007/2008	\$70,000.00	\$0.00	\$2,634,559.87	\$982,884.07	\$0.00	\$3,687,443.94
2008/2009	\$46,000.00	\$0.00	\$0.00	\$241,335.07	\$0.00	\$287,335.07
2009/2010	\$35,000.00	\$0.00	\$257,309.00	\$255,461.03	-\$24,170.58	\$523,599.45
2010/2011	\$44,000.00	\$0.00	\$0.00	\$387,943.39	-\$17,889.73	\$414,053.66
2011/2012	\$66,000.00	\$0.00	\$0.00	\$638,193.32	-\$143,077.89	\$561,115.43
2012/2013	\$58,000.00	\$0.00	\$0.00	\$626,374.52	\$0.00	\$684,374.52
2013/2014	\$54,000.00	\$0.00	\$0.00	\$368,297.77	\$0.00	\$422,297.77
2014/2015	\$70,000.00	\$130,521.00	\$1,870,479.00	\$1,225,463.24	-\$604,244.60	\$2,688,555.95
2015/2016	\$72,000.00	\$0.00	\$0.00	\$312,293.83	\$0.00	\$384,293.83
2016/2017	\$150,000.00	\$20,758.82	\$0.00	\$1,244,304.84	-\$98,259.82	\$1,316,803.84
2017/2018	\$44,000.00	\$23,877.59	\$0.00	\$300,939.25	-\$65,568.91	\$303,247.93
	<b>\$1,147,000.00</b>	<b>\$175,157.41</b>	<b>\$5,157,592.17</b>	<b>\$9,980,163.03</b>	<b>-\$953,211.53</b>	<b>\$15,503,038.39</b>

**Agenda Item 10.H**

**ADMINISTRATOR/STAFF REPORTS**

**SUBJECT: CAPRI Administrator/Executive Director Transition Plan**

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**BACKGROUND AND STATUS:**

At the August 23, 2018 Board of Directors meeting, the Board will be selecting the new Executive Director for CAPRI. It is likely that the new Executive Director will be coming on board somewhere between September 10 and September 24, 2018.

Ever since I announced my retirement from CAPRI which will be November 30, 2018, I have been working on getting things pulled together for the new Executive Director.

The plan of action for a smooth transition include:

1. From the time that the new Executive Director arrives until October 31, 2018, I will serve as Administrator of CAPRI and Executive Director of CARPD. The new Executive Director will shadow me and assist me in preparing for the October CARPD Board meeting and the November CAPRI Board of Directors meetings. The new Executive Director can go on District Visits with Rick Richards and go with me to visit Districts to introduce the new Executive Director to the membership.
2. Starting in November 2018, I will turn over the Executive Director/Administrator duties to the new Executive Director and I'll be around for a month to assist the new person and answer any questions they may have. The new Executive Director will oversee the CAPRI November Board of Directors meeting.
3. There are several important issues that need to be taken care in the meantime to make the transition smooth.
  - a. We will need to get bank signature cards for CAPRI and CARPD so that the Executive Director has signing authority, at the same time updating all your signing authorities (Bank of the West and LAIF).
  - b. We will need to get the new Executive Director a credit card with \$10,000 in authority and cancel my credit card.
  - c. We will need to give the new Executive Director all the passcodes and passwords for bank, LAIF access, PERS, and claims systems access. The Executive Director should change all the passwords to passwords/passcodes that he can remember. All the bank web access should be changed to the new Executive Director.
  - d. All of the bank accounts and LAIF should change to the Executive Director as the primary contact.
  - e. All of the memberships should be changed over to the new Executive Director as the primary contact.



4. Within the first month, I will introduce the new Executive Director to all the vendors that we use including Alliant; York Risk Services; George Hills Company; CSAC-EIA; all the attorney's that we use; Gilbert Accountancy; Bickmore Risk Services; and Norm Peterson & Associates (Return to Work).
5. I have been working on a Calendar of Events/Tasks for the new Executive Director so that they know what is going on and when things are to go out (i.e. Invoice go out in June/July; WC Final Payroll goes out in August; Board meeting dates for CAPRI and CARPD; Ratings Questionnaires go out in March; Premium calculations begin in April; Draft Budgets start in February; Conflict of Interest approval every other year by August; State Assessment forms due by July for WC; Payroll reporting to State by June; etc. I already have a calendar ready for CARPD tasks.
6. By November 2018, we will go over all the claims in the system especially all large losses and we have scheduled with the TPA's our quarterly meetings so that the new Executive Director knows of all the large losses that are out there.
7. Right when the new Executive Director starts sometime in September, they will occupy my current office which means after my vacation I will be very busy cleaning my office up so the new person will have clean office to move into. We will need to buy the new Executive Director a new computer and have our computer consultants give the new Executive Director access to our shared drive. I will move into the offices next door. Since I will only be around another 2 ½ months, we will just use the folding tables and office chairs. We have an extra phone that I will use.
8. After I have retired, I will be around via email/phone to assist with any questions and to help when renewals and premium allocations happen. That is difficult to train on – you just have to do it and then ask questions as they come up.

We will discuss this in greater detail at the meeting. As you read the above transition plan, be ready for the discussion with any items/issues that you think of that I missed.

**RECOMMENDATION:**

Information only.

**REFERENCE MATERIALS ATTACHED:**

None.

**CALIFORNIA ASSOCIATION FOR PARK AND RECREATION INDEMNITY  
(CAPRI)**

**MINUTES OF THE PERSONNEL/FINANCE SUB-COMMITTEE  
Meeting on August 2, 2018**

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A meeting of the Personnel/Finance Sub-Committee was held on August 2, 2018 at the CAPRI office in Citrus Heights, California at 9:00 a.m.

**MEMBERS PRESENT:** Lindsay Woods, President, Hesperia Recreation & Park District (via telephonic)  
Dean Wetter, Valley-Wide Recreation & Park District (via telephonic)  
Colin Miller, Arden Park Recreation & Park District

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Byrne Conley, Gibbons & Conley  
Pat Cabulagan, CAPRI

**1. CALL TO ORDER**

The August 2, 2018 Board of Directors meeting was called to order at 1:35 p.m. by President Lindsay Woods.

**2. INTRODUCTIONS**

None.

**3. PUBLIC COMMENTS**

None

**4. CLOSED SESSION**

The Board convened to Closed Session, pursuant to Government Code section 54957(b) at 1:40 p.m.

The Board discussed the candidate interviews for Executive Director, format for the interview schedule for August 3, 2018, Selection of Questions for the 2<sup>nd</sup> round of interviews for August 23, 2018, evaluation of performance of Administrator and the Administrator Contract review.

**5. REPORT FROM CLOSED SESSION**

The Personnel/Finance Sub-Committee reconvened to Open Session at 3:05 p.m. pursuant to Government Code Section 54957(b), the Board must report in open session any action taken, or lack thereof, taken in closed session.

*No Reportable Action.*

**6. DISCUSSION/ACTION ITEMS****A. Setting of Next Personnel Sub-Committee Meeting/Interviews**

The next Personnel/Finance Sub-Committee meeting is August 3, 2018 at 8:30 a.m.

**7. CLOSING COMMENTS**

There were no closing comments.

**8. ADJOURNMENT**

The Personnel/Finance Sub-Committee adjourned at 3:10.

**CALIFORNIA ASSOCIATION FOR PARK AND RECREATION INDEMNITY  
(CAPRI)**

**MINUTES OF THE PERSONNEL/FINANCE SUB-COMMITTEE  
Meeting on August 3, 2018**

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A meeting of the Personnel/Finance Sub-Committee was held on August 3, 2018 at the CAPRI office in Citrus Heights, California at 8:00 a.m.

**MEMBERS PRESENT:** Lindsay Woods, President, Hesperia Recreation & Park District  
Dean Wetter, Valley-Wide Recreation & Park District  
Colin Miller, Arden Park Recreation & Park District

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Byrne Conley, Gibbons & Conley  
David Clovis, California Joint Powers Risk Management Authority

**1. CALL TO ORDER**

The August 3, 2018 Board of Directors meeting was called to order at 8:02 a.m. by President Lindsay Woods.

**2. INTRODUCTIONS**

None.

**3. PUBLIC COMMENTS**

None

**4. CLOSED SESSION**

The Board convened to Closed Session, pursuant to Government Code section 54957(b) at 1:40 p.m.

The Board discussed the candidate interviews for Executive Director, selection of Executive Director candidates for Round 2 of Interviews; Direction to Staff regarding background checks and letters for Round 2 candidates and those that didn't move on in the process; Determination of interview panel for final round.

**5. REPORT FROM CLOSED SESSION**

The Personnel/Finance Sub-Committee reconvened to Open Session at 4:37 p.m. pursuant to Government Code Section 54957(b), the Board must report in open session any action taken, or lack thereof, taken in closed session.

*No Reportable Action.*

**6. DISCUSSION/ACTION ITEMS****A. Setting of Next Personnel/Finance Sub-Committee Meeting.**

The next Personnel/Finance Sub-Committee meeting is at the call of the Chair.

**7. CLOSING COMMENTS**

There were no closing comments.

**8. ADJOURNMENT**

The Personnel/Finance Sub-Committee adjourned at 4:45 p.m.