

BOARD OF DIRECTORS REGULAR MEETING

June 23, 2021

MINUTES

1. CALL TO ORDER:

The regular meeting of the Board of Directors was held on June 23, 2021 in Monterey, CA. The Meeting was called to order by President Wetter at 10:17 a.m.

Members Present: President Dean Wetter, Vice President Larry Mazzuca, Secretary Colin Miller, Director Lorena Cervantes, Director Jim Friedl, Director Michelle Lacy, and Director Jill Nunes.

CAPRI Staff Present: Executive Director Matthew Duarte, Safety Analyst Kirk Andre, and Administrative Analyst Monica Breck.

Others Present: Mr. Byrne Conley (Gibbons & Conley), Mr. Peter Urhausen (Gibbons & Conley), and Mr. Doug Wozniak (Alliant Insurance - via phone only).

2. INTRODUCTIONS: CAPRI's two newest Board Members, Director Michelle Lacy and Director Jill Nunes, were introduced to the group and shared about their backgrounds.

3. PUBLIC COMMENTS:

None.

4. CLOSED SESSION:

None.

5. REPORT FROM CLOSED SESSION:

None.

6. CONSENT AGENDA:

6.1 Approval of CAPRI Board Minutes

➤ May 25, 2021

6.2 LAIF Regular Monthly Statement – May 2021

MOTION:

Vice President Larry Mazzuca made a motion to approve consent items 6.1 – 6.2. Secretary Colin Miller seconded the motion.

Ayes: *Wetter, Mazzuca, Miller, Cervantes, Friedl, Lacy, and Nunes*

Nays: *None*

Abstain: *None*

7. PULLED CONSENT ITEMS:

None.

8. SPECIAL REPORTS:

None.

9. DISCUSSION/ACTION ITEMS:

9.1 Excess Insurance Renewals

Mr. Doug Wozniak and Staff presented and the Board discussed the status of the 2021/2022 insurance renewals. The Liability, Workers' Compensation (WC), and Crime Insurance renewal terms are set. However, we await updated/final premium numbers for the Liability and WC Insurance following our submission of amended exposure data. The Property Program renewal is still in negotiations, with wildfire coverage as the sticking point with insurance carriers.

MOTION:

Director Michelle Lacy made a motion to provide Staff with authority to renew the following for FY 21-22:

- *WC Program Excess Insurance policy with PRISM at an amount not to exceed \$824,488*
- *GL Program Excess Insurance policy with PRISM at an amount not to exceed \$1,291,933*
- *Property Program Excess Insurance policy with APIP at an amount not to exceed \$3.7M, with the following caveat:*
 - *Wildfire deductible of \$5M, with first \$150k covered by CAPRI*
- *Government Crime Insurance policy in the amount of \$17,654.*

Secretary Colin Miller seconded the motion.

Ayes: *Wetter, Mazzuca, Miller, Cervantes, Friedl, Lacy, and Nunes*

Nays: *None*

Abstain: *None*

9.2 Proposed Revisions to GL & Property Memorandum of Coverage

Staff presented and the Board discussed proposed revisions to the GL & Property Memorandum of Coverage (MOC). The revisions stem from a recent change to the excess insurer PRISM's General Liability MOC, which excludes COVID-19 related claims. The proposed revision would write this coverage back into the CAPRI MOC with coverage up to the \$1M CAPRI pool limit.

MOTION:

Vice President Larry Mazzuca made a motion to accept the proposed change to the GL & Property MOC thereby excluding PRISM's exclusion for CAPRI's \$1M pool layer. Secretary Colin Miller seconded the motion.

Ayes: Wetter, Mazzuca, Miller, Cervantes, Friedl, Lacy, and Nunes

Nays: None

Abstain: None

9.3 CARPD Executive Director Services Contract Renewal

The Board reviewed and discussed the Executive Directors Services Contract Renewal. Through this contract, CAPRI's Executive Director also serves as Executive Director for CARPD and manages CARPD with oversight from the CARPD Board.

MOTION:

Director Jim Friedl made a motion to authorize the CAPRI Board President to execute the proposed three-year contract extension with CARPD, which will start with an annual fee of \$75,000 and include annual COLA adjustments at 1.5%. Director Jill Nunes seconded the motion.

Ayes: Wetter, Mazzuca, Miller, Cervantes, Friedl, Lacy, and Nunes

Nays: None

Abstain: None

9.4 CAPRI Employee Handbook Review

Executive Director Matthew Duarte presented a few minor revisions to the CAPRI Employee Handbook, some of which were previously established but had not yet been updated in writing. These revisions bring the Handbook current.

MOTION:

Secretary Colin Miller made a motion to approve revisions to the CAPRI Employee Handbook. Vice President Larry Mazzuca seconded the motion.

Ayes: Wetter, Mazzuca, Miller, Cervantes, Friedl, Lacy, and Nunes
Nays: None
Abstain: None

9.5 CAPRI Employee Market Range Adjustments

Executive Director Matthew Duarte presented revisions to the Employee Market Range Adjustments found in the CAPRI Employee Handbook. As the Board is reviewing the Handbook, it is also appropriate to address this item and identify pay ranges, for the Administrative Analyst, Safety Analyst, and Administrative Assistant, pursuant to CAPRI Employee Handbook policies. The following pay ranges were proposed in the Staff writeup:

| | 2020-2021 Budgeted Salary | Proposed Min | Proposed Mid | Proposed Max |
|--------------------------|------------------------------|--------------|--------------|--------------|
| Administrative Analyst | \$75,000 | \$80,750 | \$95,000 | \$109,250 |
| Safety Analyst | \$75,000 | \$80,750 | \$95,000 | \$109,250 |
| Administrative Assistant | \$16/hour | \$17/hour | \$20/hour | \$23/hour |

MOTION:

Secretary Colin Miller made a motion to approve the proposed Market Range Adjustments to the Staff pay ranges per CAPRI policy, with the clarification that these are pay ranges and not intended as a step progression, but a salary range for each position. Director Michelle Lacy seconded the motion.

Ayes: Wetter, Mazzuca, Miller, Cervantes, Friedl, Lacy, and Nunes
Nays: None
Abstain: None

9.6 CAPRI Budget 2021/2022

Executive Director Matthew Duarte presented the 2021/2022 CAPRI Budget. This is a preliminary budget pending final insurance renewal numbers. It will be brought back to the next Board meeting with all final numbers.

MOTION:

Secretary Colin Miller made a motion to adopt the proposed Preliminary CAPRI Budget for FY 2021/2022 as presented. Director Dean Wetter seconded the motion.

Ayes: Wetter, Mazzuca, Miller, Cervantes, Friedl, Lacy, and Nunes
Nays: None
Abstain: None

10. EXECUTIVE DIRECTOR/STAFF REPORTS:

10.1 District Visit Update

The Board of Directors had no comments or questions.

10.2 CARPD Update

The Board of Directors had no comments or questions.

10.3 News of Note

The Board of Directors had no comments or questions.

11. BOARD MEMBER REPORTS:

11.1 Board Member Comments

Director Dean Wetter expressed his appreciation for the ability to participate on the CAPRI Board, as it helps him to keep up to date on issues Recreation and Park Districts are facing.

12. FUTURE AGENDA ITEMS:

The Board of Directors had no comments or questions.

13. ANNOUNCEMENTS:

The Board of Directors had no comments or questions.

14. ADJOURNMENT:

The Board adjourned the meeting at 11:47 a.m.



Colin Miller,
Secretary for the CAPRI Board of Directors