

CALIFORNIA ASSOCIATION FOR PARK AND RECREATION INDEMNITY
(CAPRI)

BOARD OF DIRECTORS REGULAR MEETING

Disneyland Hotel
1150 Magic Way (Amazon Room)
Anaheim, CA 92802

February 13, 2019

MINUTES

1. CALL TO ORDER:

A regular meeting of the Board of Directors was held on February 13, 2019 at Disneyland Hotel, 1150 Magic Way (Amazon Room), Anaheim, California at 9:00 a.m.

Members Present: President Woods, Vice President Wetter, Director Colin Miller, Director Larry Mazzuca, Director Jim Friedl, and Director Lorena Cervantes

CAPRI Staff: Mr. Matthew Duarte and Ms. Bebe Pearson

Absent: None.

Others Present: Mr. Byrne Conley (Gibbons & Conley), Mr. Doug Wozniak (Alliant Insurance), Mr. Randy Rendig (George Hills), and Ms. Dori Zumwalt (York Insurance Services).

2. INTRODUCTIONS:

None.

3. PUBLIC COMMENTS:

None.

4. CLOSED SESSION:

The Board convened to Closed Session at 9:01 a.m. regarding the following matters:

- Caoile v. Hayward Area Recreation & Park District,
- Pickett v. Ladera Recreation District,
- Garcia v. Hesperia Recreation & Park District,
- Arcade Creek Property Claim,
- Liability & Property Claims resolved over \$5,000.00 since last Board meeting,
- Albright v. North of the River Recreation & Park District,
- Harrison v. Hayward Area Recreation & Park District,
- Hartshorn v. Orangevale Recreation & Park District,
- Sandwell v. Sunrise Recreation & Park District, and
- WC Claims resolved in 2018

5. REPORT FROM CLOSED SESSION:

The Board reconvened to Open Session at 10:33 a.m. pursuant to Government Code Section 54957.1, the Board must report in open session any action taken, or lack thereof, taken in closed session.

No Reportable Action.

6. CONSENT AGENDA:

6.1 Warrant Listings for the months October 2018-December 2018

6.2 Statement of Net Assets

6.3 Statement of Revenue, Expense and changes in Net Assets for the period October 2018 through December 2018

6.4 LAIF Regular Monthly Statement – October 2018 through December 2018

6.5 CAPRI Board Minutes

- November 5, 2018
- January 10, 2019

MOTION:

Director Friedl made a motion to approve the consent items #6.1 - #6.5. Vice President Wetter seconded the motion.

Ayes: President Woods, Vice President Wetter, Director Miller, Director Cervantes, Director Mazzuca and Director Friedl.

Nays: None

Abstain: None

7. PULLED CONSENT ITEMS:

None.

8. DISCUSSION/ACTION ITEMS:

8.1 Approval of 2017/2018 WC Final Payroll

A handout was provided of the WC Final Payroll figures and the Board of Directors reviewed.

MOTION:

Director Friedl made a motion to approve the WC Final Payroll 2017-2018. Director Miller seconded the motion.

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MOTION:

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Ayes: President Woods, Vice President Wetter, Director Miller, Director Cervantes, Director Mazzuca and Director Friedl.
Nays: None
Abstain: None

8.2 Bank of the West ACH Authorization – Resolution 1-2019

Mr. Duarte recommended payment orders via ACH would improve operational efficiency.

MOTION:

Director Friedl made a motion to adopt resolution 1-2019 authorizing the Executive Director to enter into cash management services agreements with Bank of the West in order to improve operational efficiency of CAPRI by allowing for payment orders via ACH. Director Miller seconded the motion.

Ayes: President Woods, Vice President Wetter, Director Miller, Director Cervantes, Director Mazzuca and Director Friedl.

Nays: None

Abstain: None

8.3 2019 Board of Directors Meeting Schedule

After a brief discussion on location and dates of the 2019 calendared meetings the Board of Directors gave staff direction to look into hotel accommodations for the November meeting to be held in Palm Springs. Directors Cervantes and Friedl both mentioned they will not be able to be present at the March 19, 2019 meeting, but would be able to dial-in to the meeting.

8.4 Election of Board of Director Officers

Per CAPRI Bylaws, President Woods called for the Board to elect the following positions:

MOTION:

Director Wetter nominated and made a motion for Lindsay Woods as President of Board of Directors. Director Miller seconded the motion.

Ayes: President Woods, Vice President Wetter, Director Miller, Director Cervantes, Director Mazzuca and Director Friedl.

Nays: None

Abstain: None

MOTION:

Director Miller nominated and made a motion for Dean Wetter as Vice President of Board of Directors. Director Cervantes seconded the motion.

Ayes: President Woods, Vice President Wetter, Director Miller, Director Cervantes, Director Mazzuca and Director Friedl.

Nays: None

Abstain: None

MOTION:

Director Wetter nominated and made a motion for Colin Miller as Board of Directors Secretary. Director Mazzuca seconded the motion.

Ayes: President Woods, Vice President Wetter, Director Miller, Director Cervantes, Director Mazzuca and Director Friedl.

Nays: None

Abstain: None

MOTION:

Director Wetter nominated and made a motion for Mr. Duarte as Board of Directors Treasurer. Director Friedl seconded the motion.

Ayes: President Woods, Vice President Wetter, Director Miller, Director Cervantes, Director Mazzuca and Director Friedl.

Nays: None

Abstain: None

8.5 Consideration of Contract Extension with James Marta & Company

The proposed fee for the audits will be \$21,220, \$23,342, 25,676 respectively. This is an increase of approximately \$2,000 per year (roughly 10%) from the previous three-year engagement.

MOTION:

Director Wetter made a motion to authorize the Executive Director to execute a contract with James Marta & Company for the provision of auditing services for a term of three (3) years. Director Friedl seconded the motion.

Ayes: President Woods, Vice President Wetter, Director Miller, Director Cervantes, Director Mazzuca and Director Friedl.

Nays: None

Abstain: None

8.6 WC and Liability Loss/Premium Comparison

Executive Director Duarte summarized the written report presented to the Board, no action taken.

8.7 CAPRI Conflict of Interest Code Review

Executive Director Duarte reviewed the changes to the Conflict of Interest Code with the Board of Directors.

MOTION:

Director Friedl made a motion to authorize the amendments recommended by Staff and approve the Conflict of Interest Code for the FPPC. Director Miller seconded the motion.

Ayes: President Woods, Vice President Wetter, Director Miller, Director Cervantes, Director Mazzuca and Director Friedl.

Nays: None

Abstain: None

8.8 Review and Discussion of Creation of New Safety Analyst Position

Executive Director Duarte summarized the timeline of the hiring process for the new Safety Analyst position to the Board of Directors. After review of job description, the Board of Directions gave staff direction to include salary range in the job announcement.

MOTION:

Director Mazzuca made a motion to approve the creation of the new Safety Analyst position within the CAPRI organization with an annual salary range of \$55,000 - \$75,000. Director Wetter seconded the motion.

Ayes: President Woods, Vice President Wetter, Director Miller, Director Cervantes, Director Mazzuca and Director Friedl.

Nays: None

Abstain: None

8.9 Board of Directors' Vacancy Appointment

On January 31, 2019, the Personnel Committee held a meeting and conducted interviews with the five candidates. Each candidate was allotted thirty minutes for the interview and asked five questions. The interview schedule and interview questions were included in the Board packet for the Board's review. The Personnel Committee gave their recommendation to appoint Matthew Fuzie of Livermore Area Recreation and Park District.

MOTION:

Director Wetter made a motion to appoint Matthew Fuzie of Livermore Area Park & Recreation District as a Board of Director. Director Miller seconded the motion.

Ayes: President Woods, Vice President Wetter, Director Miller, Director Cervantes, Director Mazzuca and Director Friedl.

Nays: None

Abstain: None

9. SPECIAL REPORTS:

9.1 Investment Status Reports – Public Financial Management

Ms. Allison Kaune was not able to attend the meeting and there was no further discussion on the report provided to the Board of Directors.

9.2 Insurance Market Update – Alliant Insurance Services

Mr. Doug Wozniak gave a presentation regarding the insurance market in 2019. He addressed that it will be a difficult time for all public entities overall throughout California with the numerous wildfires and mudslides over the last few years. In the Workers' Compensation program, the renewal will be stable and expect a 5-10% increase in the excess layer. However, the General Liability and Property program suffered 12.5-15 million in losses and the Property program will expect a 25%-30% increase. The Board of Directors had no further questions.

10. EXECUTIVE DIRECTOR/STAFF REPORTS:

10.1 District Visitations Update

The Board of Directors had no additional comments or questions on this writeup.

10.2 Review of the Strategic Retreat

The Board of Directors had no additional comments or questions on this writeup.

10.3 CARPD Board Meeting Update

The Board of Directors had no additional comments or questions on this writeup.

10.4 PARMA Conference Update

The Board of Directors had no additional comments or questions on this writeup.

10.5 Website Administrator Update

The Board of Directors had no additional comments or questions on this writeup.

10.6 CalPERS Liability Update

The Board of Directors had no additional comments or questions on this writeup.

10.7 Membership Dividend Update

The Board of Directors had no additional comments or questions on this writeup.

10.8 Property Claims Summary Reports

The Board of Directors had no additional comments or questions on this writeup.

10.9 Executive Director Transition Update

The Board of Directors had no additional comments or questions on this writeup.

10.10 Liability Summary Reports

The Board of Directors had no additional comments or questions on this writeup.

10.11 Workers' Compensation Summary Reports

The Board of Directors had no additional comments or questions on this writeup.

11. BOARD MEMBER REPORTS:

11.1 Board Member Comments

Director Friedl thanked staff for the hard work and efficiency due to all the changes in the office.

11.2 Personnel/Finance Committee Report

No additional comments.

12. FUTURE AGENDA ITEMS:

The Board of Directors and Staff had no additional comments or questions.

13. ANNOUNCEMENTS:

The next CAPRI Board of Directors meeting will be held on March 19, 2019 at the offices of Public Policy Advocates at 1015 K Street, Suite 200, Sacramento, CA.

14. ADJOURNMENT:

The Board adjourned the meeting at 12:28 p.m.



Colin Miller,
CAPRI Board of Directors Secretary