

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

AGENDA

Wednesday, September 19, 2018

10:00 a.m.

Telephonic Meeting

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

In compliance with the Brown Act the following Board Members and attendees will be dialing into conference call from the following locations:

*Lindsay Woods (Board Member), 16292 Lime Street, Hesperia, CA 92340
Dean Wetter (Board Member), 901 West Esplanade, San Jacinto, CA 92583
Larry Mazzuca (Board Member), 6040 Watt Avenue, North Highlands, CA 95660
Jim Friedl (Board Member), 403 W. Hillcrest Drive, Thousand Oaks, CA 91360
Colin Miller (Board Member), 1000 La Sierra Drive, Sacramento, CA 95864
Lorena Cervantes (Board Member), 10300 San Diego St., Lamont, CA 93241
CAPRI staff, 6341 Auburn Blvd, Suite A, Citrus Heights, CA 95621
Doug Wozniak (Alliant), 8032 Avenida Secreto, Carlsbad, CA 92009
Byrne Conley (Gibbons & Conley), 3480 Buskirk Avenue Suite 200, Pleasant Hill, CA 94523*

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

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.

***A Liability/Property**

- Sanchez vs. Ambrose Recreation and Park District
- Trahan vs. Pleasant Valley Recreation and Park District
- Garcia, et. al. vs. Hesperia Recreation and Park District

- Perrin-Aquino vs. Greater Vallejo Recreation and Park District
 - Aguiniga vs. Conejo Recreation and Park District
 - Doe vs. Livermore Area Recreation and Park District
 - Claims Settled Since Last Board Meeting
- *B Workers' Compensation
- Contreras, Rancho Simi Recreation and Park District
 - Kumar, Cordova Recreation and Park District
 - Moss, North of the River Recreation and Park District
 - Reynolds, Jurupa Area Recreation and Park District
 - Claims Settled Since Last Meeting

Also, **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.

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.

- *A. Selection of Executive Director Update
- *B. Contract – Executive Director

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. Draft CAPRI Board Minutes, August 23, 2018

4

7. DISCUSSION/ACTION ITEMS

- *A. Approval of new Executive Director Contract **11**

8. ADMINISTRATOR/STAFF REPORTS

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

- *A. CAJPA Conference Update **12**
*B. PARMA Conference Update **13**
*C. November 4-6, 2018 Board Retreat/Meeting Update **14**
*D. District Visitations **15**

9. BOARD MEMBER REPORTS

- *A. Personnel/Finance Committee Report

10. 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

11. ANNOUNCEMENTS

The next CAPRI Board of Directors meeting will be held on November 5, 2018 in Anaheim, CA.

12. ADJOURNMENT

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

**MINUTES OF THE BOARD OF DIRECTORS
Meeting on August 23, 2018**

A meeting of the Board of Directors was held on August 23, 2018 at Lake Tahoe Resort Hotel, California at 9:00 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
Larry Mazzuca, North Highlands Recreation & Park District
Jim Friedl, Conejo Recreation & Park District
Stephen Fraher, Secretary, Arcade Creek Recreation & Park District
Lorena Cervantes, Bear Mountain Recreation & Park District

MEMBERS ABSENT: None

OTHERS PRESENT: Patrick Cabulagan, Administrator (CAPRI)
Bebe Pearson, Administrative Analyst (CAPRI)
Doug Wozniak, Alliant Insurance Services
Byrne Conley, Gibbons & Conley

1. CALL TO ORDER

The August 23, 2018 Board of Directors meeting was called to order at 9:00 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 54957.6 & section 54957(b) at 9:01 a.m.

The Board discussed the claims for the payment of tort Liability losses, Workers' Compensation losses and Property losses incurred by the Joint Powers Authority and employee evaluations.

5. REPORT FROM CLOSED SESSION

The Board reconvened to Open Session at 1:27 p.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 ITEMS

Jim Friedl made a motion to approve the consent items #6A - #6E. Colin Miller seconded the motion.

Ayes: Lindsay Woods, Dean Wetter, Colin Miller, Stephen Fraher, Lorena Cervantes, Jim Friedl and Larry Mazzuca.

Nays: None

Abstain: None

7. DISCUSSION/ACTION ITEMS

A. 2018/2019 Draft Budget

The Board of Directors reviewed the 2018/2019 Draft Budget and voted to approve the budget.

Dean Wetter made a motion to approve the 2018/2019 Budget. Jim Friedl seconded the motion.

Ayes: Lindsay Woods, Dean Wetter, Colin Miller, Stephen Fraher, Lorena Cervantes, Jim Friedl and Larry Mazzuca.

Nays: None

Abstain: None

B. ADA Consultant/Transition Plan

The Board reviewed the proposed ADA consultant/transition plan proposed by staff. The Board directed staff to send out the survey to the members to see the interest level from the membership and to get a better idea of the cost to the members and to CAPRI for the potential 10% subsidy. This will come back to the Board at a future meeting.

C. Potential Change in CAPRI Website Administrator

The Board discussed the proposal to have Streamline administer CAPRI's and possibly CARPD's websites. Lindsay Woods talked to Sloane Dell'Orto of Streamline Web on migrating CAPRI website to their system. Streamline Web will administer the website monthly. Streamline will administer the program for \$100/monthly fee and \$750 migration fee.

Colin Miller made the motion to approve Streamline migrating and administering CAPRI's website. Stephen Fraher seconded the motion.

Ayes: Lindsay Woods, Dean Wetter, Colin Miller, Stephen Fraher, Lorena Cervantes, Jim Friedl and Larry Mazzuca.

Nays: None

Abstain: None

D. 2018 CAPRI Elections

This year the "upper", "middle" and "lower" thirds positions of the Board are up for elections. Staff outlined the schedule for the elections. Colin Miller, Stephen Fraher and Jim Friedl are up for election. The time schedule for the election 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

Stephen Fraher made a motion to approve the election process and time schedule. Jim Friedl seconded the motion.

Ayes: Lindsay Woods, Dean Wetter, Colin Miller, Stephen Fraher, Lorena Cervantes, Jim Friedl and Larry Mazzuca.

Nays: None

Abstain: None

E. Consideration of Extension of George Hills Company Contract

The Board of Directors reviewed the contract extension for George Hills Company. The changes in the contract included: a 5-year extension, the cap was eliminated; hourly rate increased to \$88.00; and they added a \$5,000 administrative charge.

Dean Wetter made a motion to approve the George Hill Company contract as proposed

by George Hills Company. Jim Friedl seconded the motion.

Ayes: Lindsay Woods, Dean Wetter, Colin Miller, Stephen Fraher, Lorena Cervantes, Jim Friedl and Larry Mazzuca.

Nays: None

Abstain: None

F. Consideration of Extension of York Contract

The Board of Directors reviewed the York WC Third Party Administrator contract addendum. The only changes to the contract was a slight increase in annual costs which is still lower than the majority of the TPA proposals that we received 6 years ago. It is staff's recommendation that we approve the 3-year contract with York Risk Services Group.

Jim Friedl made a motion to approve the York Risk Services contract addendum. Colin Miller seconded the motion.

Ayes: Lindsay Woods, Dean Wetter, Colin Miller, Stephen Fraher, Lorena Cervantes, Jim Friedl and Larry Mazzuca.

Nays: None

Abstain: None

G. Consideration of 2018-2019 WC Dividends

The Board reviewed the funding levels of the WC Program. Since overall WC confidence level is just over the 90% confidence level and because this program in previous years has been funded in the 80% to 90% confidence levels, it is recommended that we not declare a dividend for this year.

Larry Mazzuca made a motion to declare no dividends for the Workers' Compensation Program for the 2018 – 2019 fiscal year. Colin Miller seconded the motion.

Ayes: Lindsay Woods, Dean Wetter, Colin Miller, Stephen Fraher, Lorena Cervantes, Jim Friedl and Larry Mazzuca.

Nays: None

Abstain: None

H. Consideration of 2018/2019 Liability/Property Dividend

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 less than last year's dividend.

Jim Friedl made a motion to declare a dividend of \$250,000 in the Liability/Property program from the 2002/2003 fiscal year. Stephen Fraher seconded the motion.

Ayes: Lindsay Woods, Dean Wetter, Colin Miller, Stephen Fraher, Lorena Cervantes, Jim Friedl and Larry Mazzuca.

Nays: None

Abstain: None

I. List of CAPRI Services/Coverages Brochure

The Board of Directors reviewed the CAPRI Services/Coverages brochure. The Board of Directors recommended some changes to the design and corrections to the content. Also, recommended to hold off on distributing the brochure until the website is renovated and updated.

J. Approval of the Administrator/Executive Director Employment Agreements

The Board of Directors reviewed the Administrator's performance. It was recommended to extend the Administrator's Employment agreement.

Colin Miller made a motion to approve the amendment of the Administrator's Employment Agreement until November 30, 2018. Stephen Fraher seconded the motion.

Ayes: Lindsay Woods, Dean Wetter, Colin Miller, Stephen Fraher, Lorena Cervantes, Jim Friedl and Larry Mazzuca.

Nays: None

Abstain: None

K. Conflict of Interest Code

Every even year the Board must review and approve the Conflict of Interest code and complete the 2018 Multi-County Agency Biennial Notice. Staff recommended a few changes to the Conflict of Interest code including changing the General Manager to Executive Director.

Jim Friedl made a motion to approve the Conflict of Interest Code for 2018. Colin Miller seconded the motion.

Ayes: Lindsay Woods, Dean Wetter, Colin Miller, Stephen Fraher, Lorena Cervantes, Jim Friedl and Larry Mazzuca.

Nays: None

Abstain: None

8. SPECIAL REPORTS

A. Investment Status Reports – Public Financial Management

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

B. Insurance Market Update – Alliant Insurance Services

Doug Wozniak gave a presentation regarding the 2019/2020 renewals. The property insurance market is starting to see the market harden so it looks like rates will increase slightly this year. The Liability market is looking at 25%- 35% in the public sector markets as a result of police liability and sexual molestations. Workers' Compensation remains stable.

Recessed for lunch at 11:55am

Reconvened from lunch at 12:25 pm.

9. ADMINISTRATOR/ STAFF REPORTS

A. November Board of Directors Retreat/Board Meeting Update

The Board of Directors strategic meeting will be extended until 2pm on Tuesday, November 6th.

B. CAJPA Conference Update

Staff (Pat and Rick) will be attending the conference and the Board of Directors extended the invitation to the new Executive Director to CAJPA.

C. Update on District Visits

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

D. PARMA Conference Update

The Board of Directors interested in attending conference are Jim Friedl, Dean Wetter, Colin Miller and Lorena Cervantes.

E. Liability Claims Summary Report

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

F. Workers' Compensation Claims Summary Report

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

G. Property Claims Summary Report

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

H. CAPRI Administration Plan

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

10. CLOSING COMMENTS**A. Board**

Board of Directors requested agendas to be numbered with page one of the agenda starting with the agenda itself and not the backup documentation. Also, Lindsay requested an AdHoc Committee be formed to help transition the new Executive Director.

B. Staff

None.

11. ANNOUNCEMENTS

None.

12. ADJOURNMENT

The Board adjourned the meeting at 2:58 p.m.

Stephen Fraher, Board of Directors Secretary

Agenda Item 07.A

DISCUSSION/ACTION ITEMS

SUBJECT: Approval of new Executive Director Contract

BACKGROUND AND STATUS:

The Board of Directors may need to take action on a number of items related to the new Executive Directors' contract.

This item will be discussed in greater detail at the meeting.

RECOMMENDATION:

Approve action related to the new Executive Director's contract.

REFERENCE MATERIALS ATTACHED:

None.

Agenda Item 08.A

ADMINISTRATOR/STAFF REPORTS

SUBJECT: CAJPA Conference Update

BACKGROUND AND STATUS:

The CAJPA Conference is scheduled for September 11-14, 2018 in South Lake Tahoe. Rick Richards and Pat Cabulagan will be attending the CAJPA Conference.

Staff will report on the conference at the meeting.

RECOMMENDATION:

Information only.

REFERENCE MATERIALS ATTACHED:

None.

Agenda Item 08.B

ADMINISTRATOR/STAFF REPORTS

SUBJECT: PARMA Conference Update

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).

As of this writing the following Board members are scheduled to attend: Lindsay Woods, Colin Miller, Jim Friedl, Lorena Cervantes; and Stephen Fraher. 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.

Agenda Item 08.C

ADMINISTRATIVE/STAFF REPORTS

SUBJECT: November 4-6, 2018 Board Retreat/ Meeting Update

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. If you are arriving early, not arriving until Monday morning, or you are extending your stay at the Hilton Anaheim, then please contact Bebe as soon as possible so she can make arrangements.

RECOMMENDATION:

None.

REFERENCE MATERIALS ATTACHED:

None

Agenda Item 8.D

ADMINISTRATOR/ STAFF REPORTS

SUBJECT: Update on District Visits

BACKGROUND AND STATUS:

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

There were five (5) district visits completed during the month August of 2018. I am pleased to say that all five (5) districts received a “Very Good” on their visitation review with no recommendation needed.

The following is their individual evaluation ranking.

Durham – August 16, 2018

Durham 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.

Paradise – August 16, 2018

Pasadiase 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.

Almanor – August 17, 2018

Almanor 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.

Central Plumas – August 17, 2018

Central Plumas 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.

Southgate – August 30, 2018

Southgate 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.

RECOMMENDATION:

None, Information only.

REFERENCE MATERIALS ATTACHED:

1. District Visitation Summary
2. District Visitation History