



Sandy Seifert-Raffelson, Board President

Robert Swan, Vice President
Jesse Claypool, Secretary
Mike Scheafer

Timothy Unruh, CSDM
Thomas Wright
Vacant

**Special District Risk Management Authority
Regular Board Meeting**

**Monday, March 25, 2024
2:00 p.m.**

Hilton Sacramento Arden West

Brandywine Meeting Room
2200 Harvard Street, Sacramento, CA 95815
and

Via Zoom

Phone: (669) 900-9128

Meeting ID: 562 012 1037

Password: 875411

*Note: Agenda posting and meetings are done in accordance with Ralph M. Brown Act. Govt. Code §54954.2 and §54953 (b) (1) allows local agencies to conduct meetings via teleconferencing. Part (b) (3) of the same section requires that all teleconference locations be identified in the agenda, and that each location be accessible to the public. Section (b) (2) of this Section requires that **all votes taken during a teleconference meeting shall be by roll call**. Any agenda item may be discussed in a different order, if necessary. The Board may take action whether items are listed as action, information or discussion.*

A copy of this agenda must be posted at each location

Teleconference Participants

The following Director(s) will participate in the Board meeting via teleconference at the locations listed:

Director Scheafer, 1551 Baker Street, Suite B, Costa Mesa, CA 92626

Members of the public seeking to attend and to address the Board who require reasonable accommodations to access the meeting, based on disability or other reasons, should contact the following person at least forty-eight (48) hours in advance of a regular meeting to arrange for such reasonable accommodations: Candice Richardson, (916) 231-4141 or crichardson@sdrma.org.

AGENDA

1.0 CALL MEETING TO ORDER

1.1 Roll Call

1.2 Consideration of Off Agenda Items

Pursuant to Government Code Section 54954.2(b), except as provided in this paragraph, no action or discussion shall be taken at a regular meeting on any item which does not appear on the posted Final Agenda. Pursuant to Government Code Section 54954.2 (b)(2) an item may be added to the Final Agenda after the Final Agenda has been posted upon a determination by a two-thirds vote of the Board of Directors (or an unanimous vote if less than two-thirds of the Board of Directors are present); the vote shall be on a motion stating that there is a need to take immediate action and that the need for action came to the attention of the Board of Directors subsequent to the Final Agenda being posted. Any such motion shall be accompanied by distribution of a written statement on a form provided by the office of the Chief Executive Officer/Secretary of the Board, to be included in the record, stating the facts upon which it can be determined that the need to take action arose after the Final Agenda was posted. In addition, action may be taken on an item not on the posted Final Agenda under the circumstances stated in Government Code Section 54954.2 (b)(1) [emergency] and 54954.2 (b)(3) [continued regular meetings].

2.0 PUBLIC COMMENT

At this time, members of the public may speak on any item not on the agenda with comments limited to 5 minutes per person. A maximum time limit of 20 minutes for all public testimony is permitted under this agenda item. The Board reserves the right to waive the foregoing time limits by a majority vote.

3.0 CONSENT CALENDAR – Items expected to be routine and non-controversial

3.1 **Approve** draft meeting minutes from the January 17-18, 2024 Board Meeting and February 7-8, 2024 Board Meeting17

3.2 **Review** recent marketing activities and communication updates46

3.3 **Review** Meeting, Conference, and Educational Schedules62

4.0 GENERAL BUSINESS ITEMS AND PRESENTATIONS

4.1 Recognition Staff Anniversaries (Board President)68

4.2 **Review** of Executive Summary of Training (Board President)69

4.3	Review and discuss CSDA business and activity (CSDA Chief Executive Officer)	70
4.4	Review and discuss Alliance Executive Council business and activity (CSDA Chief Executive Officer; AEC Members)	71
4.5	Review and discuss Special Leadership Foundation business and activity (CSDA Chief Executive Officer; SDLF Members)	72
4.6	Review of CSDA Committees Updates (Board President)	73
4.7	Potential Member Notice of Intent to Withdraw (Member Services Manager) <i>An informational item regarding an update of potential member withdrawal notices for the 2024-25 program year.</i>	75
4.8	Board Policy Review and Revisions (Chief Financial Officer)	78
	<i>An action item to approve the following Board Policies:</i>	
	<ul style="list-style-type: none"> • Board Policy No. 2024-04 (formerly 2023-06) Check Signing and Wire-ACH Transactions • Board Policy No. 2024-05 (formerly 2017-06) Purchasing Contracting Procedures Policy 	
4.9	Organizational Chart Revisions (Chief Executive Officer)	88
	<i>An action item to approve the revised organizational chart to include the reclassification of the Chief Member Services Officer and the title change of the current Member Services Manager to Underwriting/Program Manager.</i>	

5.0 INSURANCE PROGRAMS

Workers' Compensation Program

5.1	Update on the 2024/25 Excess Workers' Compensation Program Renewal (Chief Executive Officer; Doug Wozniak, Alliant Insurance Services).....	97
	<i>An informational item regarding an update on the workers' compensation program renewal.</i>	
5.2	2024/25 Preliminary WC Premium Allocation (Chief Financial Officer)	99
	<i>An informational item to provide an update on the 2024/25 workers' compensation premium allocation.</i>	

Property/Liability Program

5.3 **2024/25 Property and Excess Liability Program Renewal** (Chief Executive Officer; Karl Sneider, Apex Insurance Services; Doug Wozniak, Alliant Insurance Services)103

An action item to approve acceptance of each excess liability layer proposal:

- Old Republic: \$100K/\$250K-\$2.5M
- Great American Insurance Company: \$2.5M - \$7.5M (\$5M xs of \$2.5M)
- Upland Specialty Insurance Company: \$7.5M - \$10M (\$2.5M xs of \$7.5M)

5.4 **2024/25 Preliminary PL Premium Allocation** (Chief Financial Officer)106
An informational item to provide an update on the 2024/25 property/liability premium allocation.

6.0 FINANCIAL ITEMS

6.1 **Compensation Structure** (Chief Executive Officer).....109
An action item to approve the recommended change to the compensation structure and apply the approved COLA of 3% to the salary ranges effective April 1, 2024.

6.2 **2023/24 Member Longevity Distributions** (Chief Financial Officer)113
An action item to approve a Longevity Distribution for Program Year 2023/24 to be applied to members’ renewal invoices for 2024/25 using the Gross Interest Rate with an optional multiplier for the Workers’ Compensation Program and no Longevity Distribution for the Property/Liability Program.

6.3 **Preliminary 2024/25 Budget** (Chief Financial Officer)119
An informational item to review the preliminary FY 2024/25 budget.

7.0 REPORTS/COMMENTS/OTHER BUSINESS

7.1 Staff Reports and Updates

7.2 Board Director Reports, Comments, Future Agenda Items, Recommendations, and Questions

8.0 ADJOURNMENT

The next Regular Board meeting will be held May 1-2, 2024 at the SDRMA Administration Building, 1112 I Street, 3rd Floor, Earl Sayre Board Room, Sacramento, CA 95814. Items to be discussed at this meeting include:

- FY 2024-25 Renewal
- Potential Member Notices of Intent to Withdraw
- Employee Handbook
- Board Policy Manual
- Quarterly Reports:
 - Underwriting
 - Claims Status
 - Risk Control Activities
 - Treasurer's Report
 - Financial Reports

Posted on March 20, 2024



ADA Compliance: *In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in this meeting, please contact Candice Richardson, at (800) 537-7790 or at crichardson@sdrma.org. Request must be made as early as possible.*