



**Sandy Seifert-Raffelson, Board President**

**Robert Swan, Vice President**  
**Jesse Claypool, Secretary**  
**David Aranda, CSDM**

**Mike Scheafer**  
**Timothy Unruh, CSDM**  
**Thomas Wright**

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

**Wednesday, June 21, 2023**  
**2:00 p.m.**

**Thursday, June 22, 2023**  
**9:00 a.m.**

**1112 I Street, 3<sup>rd</sup> Floor, Earl Sayre Board Room**  
**Sacramento, CA 95814**

and

**Via Zoom**

**Phone: (669) 900-9128**

**Meeting ID: 562 012 1037**

**Password: 875411**

**In compliance with AB361 this will be a hybrid virtual/in-person meeting in the SDRMA Board Room/Zoom as the State continues to recommend measures to promote social distancing.**

Note: Meeting agendas are posted in accordance with the Ralph M. Brown Act. Govt. Code §54954.2 As amended by AB 361, Section 54953 (e)(3) allows local agencies to conduct meetings via teleconferencing during a proclaimed state of emergency or when state or local officials have recommended measures to promote social distancing, without complying with the requirement to identify all teleconference locations on the agenda, and without complying with the requirement that each location be accessible to the public. Section 54953 (b)(2) still 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.

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](mailto: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 May 10-11, 2023 Board Meeting and the May 26, 2023 Special Board Meeting (Board Clerk)

3.2 **Review** recent marketing activities (Chief Member Services Officer)

3.3 **Ratify** payment of bills paid (Chief Financial Officer)

3.4 **Receive and file** financial reports presented for the Property/Liability, Workers' Compensation, Health Benefits Programs and Joint/Common Allocated Operations (Chief Financial Officer)

3.5 **Adopt** Resolution 2023-10 Making Findings and Determinations under AB 361 for Continued Virtual Meetings (Chief Executive Officer)

#### **4.0 GENERAL BUSINESS ITEMS AND PRESENTATIONS**

- 4.1 Review Meeting, Conference, and Educational Schedules (Chief Executive Officer)
- 4.2 Review communication and correspondence (Chief Executive Officer)
- 4.3 Review of Executive Summary of Training (Board President)

#### **5.0 CSDA-RELATED ITEMS**

- 5.1 **Review and discuss** CSDA business and activity (CSDA Chief Executive Officer)
- 5.2 **Review and discuss** Alliance Executive Council business and activity (CSDA Chief Executive Officer; Chief Executive Officer; AEC Members)
- 5.3 **Review and discuss** Special Leadership Foundation business and activity (CSDA Chief Executive Officer; Chief Executive Officer; SDLF Members)
- 5.4 **Review** of CSDA Committees Updates (Board President)
- 5.5 **Subject: Legislative Report**

Presenter: Aaron Avery, Legislative Representative, CSDA

Recommendation: **Receive and file** Legislative Report

#### **6.0 ADMINISTRATIVE ITEMS**

- 6.1 **Subject: Employee Handbook Revisions**

Presenter: Allison Bateman, HR/Office Manager

Recommendation: **Approve** the recommended revisions to the Board Policies contained in the SDRMA's employee handbook

## 7.0 MEMBER ITEMS

### 7.1 **Subject: Approval of Prospective Members into SDRMA Workers' Compensation and Property/Liability Programs**

Presenter: Wendy Tucker, Member Services Manager

None.

### 7.2 **Subject: Annual Safety Awards Recipients**

Presenter: Enriqueta Castro, Risk Control Manager

Recommendation: **Ratify** staff's selected recipients for the McMurchie and Earl F. Sayre Excellence in Safety Awards

### 7.3 **Subject: Insurance/Reinsurance Coverage Program Structure**

Presenters: Brian Kelley, Chief Executive Officer  
Matt Clutterbuck, Chief Financial Officer

Recommendation: **Approve** the Reinsurance/Excess Insurance Coverage Program renewal structure and carriers for the 2023-24 Program Year

## 8.0 FINANCIAL ITEMS

### 8.1 **Subject: Publicly Available Pay Schedule for Program Year 2023-24**

Presenter: Allison Bateman, HR/Office Manager

Recommendation: **Approve** the proposed Publicly Available Pay Schedule for the 2023-24 program year

8.2 **Subject: Board Resolution 2023-11 Authorized Signers for River City Bank and Board Policy 2023-02 Guidelines for the Loss Prevention Fund**

Presenters: Matt Clutterbuck, Chief Financial Officer

Recommendation: **Approve** Board Resolution No. 2023-11 Authorized Signers for River City Bank and Board Policy No. 2023-02 Guidelines for the Loss Prevention Fund

8.3 **Subject: Annual Consulting and Infrastructure Services Agreements**

Presenter: Brian Kelley, Chief Executive Officer  
Frank Ono, The iFish Group, Inc.

Recommendation: **Authorize** the Board President to execute the following contracts with The iFish Group, Inc. effective July 1, 2023:

- IT Hosting and Managed Services Agreement for an amount not to exceed \$426,252
- IT Projects and Services Agreement for an amount not to exceed \$463,400

8.4 **Subject: FY 2023-24 Preliminary Budget**

Presenter: Brian Kelley, Chief Executive Officer  
Matt Clutterbuck, Chief Financial Officer

Recommendation: **Receive and file** the preliminary FY 2023-24 program budgets

**9.0 REPORTS/COMMENTS/OTHER BUSINESS**

9.1 Staff Reports and Updates

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

**10.0 ADJOURNMENT**

The next Board meeting will be held August 9-10, 2023, 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:

- Adoption of FY 2022-23 Final Budget
- Review of FY 2023-25 Strategic Plan
- Review Board of Directors Policy Manual Revisions
- OPEB Review

Quarterly reports:

- Underwriting
- Strategic plan
- Claims status
- Claims/Loss Prevention
- Treasurer's Report

**Posted on June 15, 2023**



**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](mailto:crichardson@sdrma.org). Request must be made as early as possible.*