**BOARD OF DIRECTORS**

**MEETING MINUTES**

**May 13, 2020**

Board President Viegas called the regular Board meeting of the Golden State Risk Management Authority to order at 6:00 PM.

1. **WELCOME AND INTRODUCTIONS:**
2. **ROLL CALL:**

Board Members present:

John Viegas, Keith Corum, Rick Beale, Jack Cavier, Buck Ward

Board Members joined via Virtual Connection: Michael Craddock

Board Member Absent: Doug Turner

Also present:

Executive Director Scott Schimke, Chief Operations Officer Rick Krepelka, Assistant Risk Manager Jennifer Peters, Administrative Assistant Sam Taylor, Risk Control Analyst Brian Edinger, General Counsel Gary Krup.

1. **UNSCHEDULED MATTERS**

No unscheduled matters were discussed.

1. **CONSENT AGENDA:**

Executive Director Schimke reviewed the consent agenda including the March 11, 2020, meeting minutes.

A motion to approve the consent agenda and to correct the March 11, 2020 meeting minutes to include Board Member Jack Cavier as present, was moved by Board Member Corum and seconded by Board Member Cavier. The motion carried by the following vote:

Ayes: Board Members Viegas, Corum, Craddock, Beale, Ward and Cavier

Noes: None

Absent: Turner

1. **INFORMATION – REPORTS:**
2. Member Services/Loss Prevention

Assistant Risk Manager Peters updated the Board on the following items:

* Review of Member visits and training programs since the March 11, 2020 meeting
* Current status of the Loss Prevention Subsidy Fund Program
* Ethics & Harassment, Brown Act Zoom Trainings were well attended
* Eyres Law Group upcoming Webinar on Reopening Practices after COVID
* GSRMA’s Annual Conference scheduled for October 12-13, 2020
* Review / update regarding members who gave notice of withdrawal effective July 1, 2020
* Liz Smith was recognized for achieving her ARM
* GSRMA new website reveal

No action was taken by the Board.

1. Claims

Executive Director Schimke updated the Board on the following:

* Update on COVID 19.

No action was taken by the Board.

1. Executive Director

Executive Director Schimke updated the Board on the following items:

* CAJPA Conference September 15-18, 2020 in South Lake Tahoe.
* PARMA save the date for February 2-5, 2021 in Indian Springs.
* 2020/21 MOC/COC’s legal renew & update.

No action was taken by the Board.

1. Board Comments:

None to report.

No action was taken by the Board.

1. **FINANCE REPORTS:**
   1. Current bills for payment approval, claims payment accounts transaction summaries, and financial reports.

Chief Operations Officer Krepelka reviewed with the Board the disbursements made between February 1, 2020 and March 31, 2020; claim payments made between February 1, 2020 and March 31, 2020 and the Treasurer’s report.

A motion to approve the financial reports as presented was moved by Board Member Beale and seconded by Board Member Ward. The motion carried by the following roll call vote:

Ayes: Board Members Viegas, Corum, Craddock, Beale, Ward and Cavier

Noes: None

Absent: Turner

* 1. Resolution for Acceptance of Treasury Management Services.

Chief Operations Officer Krepelka apprised the Board that this Resolution allows him to represent the GSRMA Board in the risk pool’s business relationship with Tri Counties Bank. This can include such items as, for example, adjusting the limits on transactions such as wire transfers, which is currently needed.

A motion to approve the Resolution as presented was moved by Board Member Ward and seconded by Board Member Corum. The motion carried by the following roll call vote:

Ayes: Board Members Viegas, Corum, Craddock, Beale, Ward and Cavier

Noes: None

Absent: Turner

* 1. Proposal for Provision of Financial Audit Services (James Marta)

Chief Operations Officer Krepelka reviewed with the Board the three-year engagement proposal from James Marta and company. The engagement amount includes an annual 3% increase.

A motion to approve the Resolution as presented was moved by Board Member Corum and seconded by Board Member Ward. The motion carried by the following roll call vote:

Ayes: Board Members Viegas, Corum, Craddock, Beale, Ward and Cavier

Noes: None

Absent: Turner

1. **MEMBERSHIP**
2. New Members for Board ratification

* Town of Fort Jones
* Reclamation District No. 2084
* Resort Improvement District No. 1

Executive Director Schimke presented new members for Board ratification.

A motion to ratify the new Members as presented was moved by Board Member Ward and seconded by Board Member Craddock. The motion carried by the following roll call vote:

Ayes: Board Members Viegas, Corum, Craddock, Beale, Ward and Cavier

Noes: None

Absent: Turner

1. New Employee Benefits members for Board ratification

* Rio Vista-Montezuma Cemetery District
* Mendocino Coast Clinics

Executive Director Schimke presented new Employee Benefits members for Board ratification.

A motion to ratify the new Members as presented was moved by Board Member Corum and seconded by Board Member Cavier. The motion carried by the following roll call vote:

Ayes: Board Members Viegas, Corum, Craddock, Beale, Ward and Cavier

Noes: None

Absent: Turner

1. **ADMINISTRATION:**
2. Incoming Board member election for City, Cemetery and School District representation

Executive Director Schimke reviewed with the Board the election results for the School District representation. The Willows Unified School District won with one vote out of one ballot cast.

Executive Director Schimke reviewed with the Board the election results for the Cemetery District representation. The Orland Cemetery District won with 16 votes out of 34 ballots cast.

Executive Director Schimke reviewed with the Board the election results for the City. City of Orland, City of Dorris and City of Crescent City were all tied with one vote each. Per the election policy, in case of a tie, a random drawing will be held. Board Member Ward drew City of Crescent City as the City representation.

A motion to ratify the election results confirming Willows Unified School District, Orland Cemetery District and the City of Crescent City, was moved by Board Member Cavier and seconded by Board Member Corum. The motion carried by the following roll call votes:

Ayes: Board Members Viegas, Corum, Craddock, Beale, Ward and Cavier

Noes: None

Absent: Turner

b) 2019/20 Risk Management Accreditation Program (RMAP) awards

Assistant Risk Manager Peters reviewed with the Board the 2019/20 RMAP awards. Peters reported 45 members applied, and all will receive awards with 29 being fully accredited. Per the RMAP rules, a random drawing was conducted to select one accredited member to receive attendance for up to two attendees to attend the Public Agency Risk Management Association (PARMA) 2021 conference. Board Member Ward drew five applicants in the event that a selected member could not attend. 1) Sutter Cemetery District, 2) City of Orland, 3) Reclamation District 784, 4) Orland Cemetery District and 5) Mendocino CSD.

A motion to approve the 2019/20 awards subject to the RMAP program requirements was moved by Board Corum and seconded by Board Member Ward. The motion carried by the following roll call votes:

Ayes: Board Members Viegas, Corum, Craddock, Beale, Ward and Cavier

Noes: None

Absent: Turner

c) 2019/20 actuarial studies for the Liability and Workers’ Compensation Programs

Executive Director Schimke reviewed with the Board the actuarial studies for Liability and Workers’ Compensation programs for 2020/21.

A motion to approve the actuarial studies for Liability and Workers’ Compensation programs for 2020/21 was moved by Board Member Corum and seconded by Board Member Ward. The motion carried by the following roll call votes:

Ayes: Board Members Viegas, Corum, Craddock, Beale, Ward and Cavier

Noes: None

Absent: Turner

d) Excess Insurance program renewal costs for 2020/21

Executive Director Schimke reviewed with the Board the excess insurance program renewal costs for 2020/21.

A motion to approve the excess insurance program renewal costs for 2020/21 was moved by Board Member Cavier and seconded by Board Member Corum. The motion carried by the following roll call votes:

Ayes: Board Members Viegas, Corum, Craddock, Beale, Ward and Cavier

Noes: None

Absent: Turner

e) Proposed contributions by line of coverage for 2020/21

Executive Director Schimke reviewed with the Board the contributions by line of coverage for 2020/21.

A motion to approve the contributions by line of coverage for 2020/21 was moved by Board Member Ward and seconded by Board member Beale. The motion carried by the following roll call votes:

Ayes: Board Members Viegas, Corum, Craddock, Beale, Ward and Cavier

Noes: None

Absent: Turner

1. Analysis of possible dividend for 2020/21

Executive Director Schimke reviewed with the Board the analysis of a possible dividend for 2020/19. Current conditions will allow $300,000 to be credited toward GSRMA’s members general liability contributions for the 2020/21 fiscal year.

A motion to approve a 2020/21 dividend of $300,000 in the general liability program for 2020/21 fiscal year was moved by Board Member Corum and seconded by Board member Cavier. The motion carried by the following roll call votes:

Ayes: Board Members Viegas, Corum, Craddock, Beale, Ward and Cavier

Noes: None

Absent: Turner

1. Proposed budget for 2020/21

Chief Operations Officer Rick Krepelka reviewed with the Board the proposed budget for 2020/21. Krepelka mentioned that if there were any additional changes, he would include them in a revised budget for the July 8, 2020 meeting.

A motion to approve the proposed budget for 2020/21 was moved by Board Member Cavier and seconded by Board member Ward. The motion carried by the following roll call votes:

Ayes: Board Members Viegas, Corum, Craddock, Beale, Ward and Cavier

Noes: None

Absent: Turner

1. L. Gary Krup contract extension for General Counsel Services July 1, 2020 – June 30, 2023

Executive Director Schimke reviewed L. Gary Krup’s contract for General Counsel Services for July 1, 2020 – June 30, 2023.

A motion to approve the General Counsel contract as presented was moved by Board Member Ward and seconded by Board Member Corum. A motion was carried by the following roll call votes:

Ayes: Board Members Viegas, Corum, Craddock, Beale, Ward and Cavier

Noes: None

Absent: Turner

1. **FUTURE MEETINGS:**

* July 8, 2020
* September 9, 2020
* November T.B.D.

**CLAIMS REPORTS:**

1. Current Claims

Executive Director Schimke updated the Board on the Tehachapi Cemetery bond loss. He also updated them in regard to the Paradise Cemetery District loss from the Camp Fire.

1. Closed Session (Pending Litigation):

The Board of Directors of the Golden State Risk Management Authority did not meet in closed session.

1. Reconvene to Open Session

Did not meet in closed session.

1. Report any action taken during Closed Session

Nothing to report.

1. **ADJOURNMENT:**

The Board meeting adjourned at 7:35 PM.