



**Small Cities Organized Risk Effort (SCORE)
Board of Directors Teleconference Meeting Minutes
August 24, 2018**

Member Cities Present:

Roger Frith, City of Biggs
Wes Heathcock, City of Colfax
Blake Michaelsen, City of Dunsmuir
Sara Griggs, City of Etna
Robert Jankovitz, City of Isleton
Roger Carroll, Town of Loomis
Kathy LeBlanc, City of Loyalton
Nancy Rogers, City of Loyalton
Sara Kleier, City of Montague

Muriel Howarth Terrell, City of Mt. Shasta
Melissa Klundby, City of Portola
Brooke Kerrigan, City of Rio Dell
John Duckett, City of Shasta Lake
Debi Savage, City of Susanville
Jenny Coelho, City of Tulelake
Steve Baker, City of Yreka
Diana Howard, City of Weed

Member Cities Absent:

City of Live Oak

Town of Fort Jones

Consultants & Guests

Marcus Beverly, Alliant Insurance Services
Michelle Minnick, Alliant Insurance Services
Kevin Wong, Gilbert Associates, Inc.
Jennifer Zraick, Gilbert Associates, Inc.

Dorienne Zumwalt, York Risk Services
David Patzer DKF Risk Services

A. CALL TO ORDER

Mr. Steve Baker called the meeting to order at 10:06 a.m.

B. ROLL CALL

The above mentioned members were present constituting a quorum. Cities absent from this meeting were the City of Live Oak and the Town of Fort Jones.

C. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as posted.

MOTION: Kathy LeBlanc

SECOND: John Duckett

**MOTION CARRIED
UNANIMOUSLY**



D. PUBLIC COMMENT

There were no public comments.

E. CONSENT CALENDAR

1. Board of Directors Meeting *Draft* Minutes – June 15, 2018
2. US Bank Account Statements – June—July 2018
3. Local Agency Investment Fund (LAIF) Quarterly Statement of Investments – June 30, 2018
4. Treasurer’s Report as of June 30, 2018
5. Investment Statements from Chandler Asset Management – June—July 2018
6. SCORE Checking Register as of June—July 2018
7. ACI Quarterly Utilization Report – April—June 2018
8. Target Solutions Administrative Summary as of June—July 2018
9. SCORE FY 18-19 Loss Control Grant Funding Usage as of August 17, 2018

A motion was made to approve the Consent Calendar as presented.

MOTION: Roger Carroll

SECOND: Wes Heathcock

**MOTION CARRIED
UNANIMOUSLY**

F. ADMINISTRATIVE REPORTS

F1. President’s Report

Steve Baker welcomed the members and noted he had nothing to report.

F2. Alliant Update

Michelle Minnick provided the Board with an update regarding upcoming deadline for the LAWCX renewal and the items that are required to be submitted. She also updated the members as to recent changes to Scott Valley Bank - it was recently purchased by Mechanics Bank and Roger Carroll has obtained access to the online account. Lastly members were notified of an upcoming agenda item at the next meeting which will formalize the authorized representatives for Chandler Investment account.

G. FINANCIAL

G1. Quarterly Financials for QE June 30, 2018

Kevin Wong from Gilbert Associates provided a summary of the Quarterly Financials for the QE June 30, 2018. Jennifer Zraick provided an update regarding the Audit status – starting on Monday 8/27/18 and we have provided the auditor with all materials they have requested.

A motion was made to accept the Quarterly Financials for QE June 30, 2018.



MOTION: Roger Frith

SECOND: Kathy LeBlanc

**MOTION CARRIED
UNANIMOUSLY**

H. JPA BUSINESS

H1. Review and Approval of the SCORE Conflict of Interest Code

Marcus Beverly noted annually the Board is required to review their Conflict of Interest Code and mentioned there are no changes to this year – if the code is approved the Program Administration will obtain the President’s signature for the Biennial Notice and will file with the FPPC.

A motion was made to approve the Conflict of Interest Code.

MOTION: Roger Frith

SECOND: Kathy LeBlanc

**MOTION CARRIED
UNANIMOUSLY**

H2. DKF Service Plan Updates

H2.a. Risk Control Services Update

David Patzer provided the Board with a review of the site visits that were completed during FY 17/18.

This was an information item only.

H2.b. Risk Control Work Plan FY 18/19

David Patzer provided the Board with a preview of the site visits that will be completed during FY 18/19 and reminded members that during the site visit DKF will be helping to update policies and procedures at the city level.

This was an information item only.

H3. Property Appraisal Selection

Marcus Beverley noted that we have performed an appraisal approximately every 6 years and we received four responses from appraisal firms with cost ranging from \$55,104 to \$75,000. The Board was presented with a summary of the RFP responses and was asked to provide guidance to the program administration. The Program Administration recommends the HCA Asset Management based on available criteria.

A motion was made to accept the staff recommendation of HCA Asset Management.

MOTION: Roger Carroll

SECOND: Debi Savage

**MOTION CARRIED
UNANIMOUSLY**



H4. November Training Day and Board Directors Meeting Topics

Marcus Beverly provided a review of the agendas for the two day meetings. Training and orientation in the morning which will lead into more detailed information about the funding.

DAVID CLOVIS ATTENDING DINNER ON THURSDAY

This was an information item only.

I. TOWN HALL OPEN DISCUSSION ON MEMBER ISSUES

There was no discussion of this item.

J. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.95

**REQUESTING AUTHORITY

At 11:10 A.M., pursuant to Government code section 54956.95, the Board held a closed session to discuss the following claims for payment of tort liability loss or public liability loss.

1. Liability

a. Tallerico v. City of Weed**

2. Workers' Compensation

a. SCWA-556002 v. City of Mt. Shasta**

b. SCWA-556060 v. City of Susanville**

K. REPORT FROM CLOSED SESSION

The Board returned from closed session at 11:23 A.M. Mr. Steve Baker noted there was no reportable action on the above closed session items and appropriate direction was given to Staff and the Claims Administrator.

L. INFORMATION ITEMS

L1. SCORE Resource Contact Guide

L2. SCORE Glossary of Terms

L3. CAJPA Conference—September 11-14, 2018 in South Lake Tahoe, CA

L4. Sewer Summit—Thursday October 17, 2018 at Oakland Airport Hilton, Oakland, CA

Items L1., L2., L3., and L4 were provided as information items only.

M. CLOSING COMMENTS

There were no closing comments.



N. ADJOURNMENT

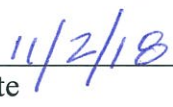
The meeting was adjourned at 11:25 A.M.

NEXT MEETING DATE: November 1, 2018 in Anderson, CA

Respectfully Submitted,



Brooke Kerrigan, Secretary



Date