



Small Cities Organized Risk Effort (SCORE)
Executive Committee Meeting Minutes
September 12, 2012
-Teleconference-

Member Cities Present (Teleconference):

Pamela Russell, City of Etna
Roger Carroll, Town of Loomis
Kathy LeBlanc, City of Loyalton
Ted Marconi, City of Mt. Shasta
Kelly McKinnis, City of Weed
Linda Romaine, Town of Fort Jones

Member Cities Absent (Teleconference):

None

Consultants & Guests

Susan Adams, Alliant Insurance Services
Johnny Yang, Alliant Insurance Services
Laurence Voiculescu, Alliant Insurance Services

A. CALL TO ORDER

Mr. Roger Carroll called the meeting to order at 2:04 PM.

B. ROLL CALL

The above mentioned members were present constituting a quorum for the Executive Committee Meeting.

C. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as posted.

MOTION: Kelly McKinnis

SECOND: Ted Marconi

MOTION CARRIED



D. PUBLIC COMMENT

There were no public comments.

E. JPA BUSINESS

E1. Selection of Vendor for Property Appraisal Services Contract

SCORE has not performed property appraisals of members' locations since 2006. It is important to conduct property appraisals every three to five years in order to properly place property coverage at adequate limits for each location. These services would not only provide members with a current replacement cost estimate of the structures and contents but would also provide accurate data to be used in developing the property insurance premiums. A \$60,000 budget allocation has been included and approved for this purpose in the FY 2012/2012 Budget and staff was directed to obtain proposals from multiple vendors as to determine the cost for the project. In response to the RFP issued by SCORE in July 2012, three vendors submitted proposals for Property Appraisal Services with costs ranging from \$48,500 to \$70,000. The proposing vendors were as follows: American Appraisal with a bid of \$70,000, AssetWorks with a bid of \$48,500 and CBiz with a bid of \$57,500. After reviewing all three proposals, the Executive Committee Board members decided to award the contract to AssetWorks Inc. as they offered the best value out of the three proposing companies. AssetWorks not only had the lowest dollar cost per structure but they also met or exceeded all the requirements outlined in the Request for Proposals.

A motion was made to appoint AssetWorks Inc. as the Property Appraisal Services provider for SCORE's Property Appraisal project.

MOTION: Ted Marconi

SECOND: Kelly McKinnis

MOTION CARRIED

F. CLOSING COMMENTS

There were no closing comments.

AJOURNMENT

The meeting was adjourned at 2:20 p.m.

NEXT MEETING DATE: Thursday & Friday, October 25 & 26, 2012 in Bodega Bay, CA.

Respectfully Submitted,

Pamela Russell, Secretary

Date