CALIFORNIA ASSOCIATION FOR PARK AND RECREATION INDEMNITY

BOARD OF DIRECTORS REGULAR MEETING

November 7, 2025

MINUTES

1. **CALL TO ORDER:**
The regular meeting of the Board of Directors was held on November 7, 2025. The Meeting was called to order by President Wetter at 9:09 a.m.

Members Present: President Dean Wetter, Vice President Michelle Lacy, Secretary Jill Nunes, Director Lorena Cervantes, Director Jim Friedl, Director Mathew Fuzie, and Director Brandy Wade.

Members Absent: None.

CAPRI Staff Present: Executive Director Matthew Duarte, Director of Administrative Operations Monica Breck, and Director of Safety and Risk Control Kirk Andre.

Others Present: Byrne Conley (Gibbons and Conley), Doug Wozniak (Alliant Insurance), Charles Torretta (George Hills Company), Amy Whitman (Sedgwick), Sally Town (Sedgwick), Allison Kaune (PFM), and Brian Kingan (PFM).

2. **INTRODUCTIONS:** Introductions around the room.

3. **PUBLIC COMMENTS:** None.

4. **CLOSED SESSION:**
The Board convened to Closed Session at 10:32 a.m.

4.3 Public Employee Evaluation – Performance Review Pursuant to Government Code § 54957

- Executive Director

The Board came out of Closed Session at 11:25 a.m.

The Board returned to Closed Session at 12:07 p.m.

4.1 Worker's Compensation – Existing Litigation Pursuant to Government Code § 54956.9(d)(1)

- Nickell v. McFarland Recreation & Park District
- Singh v. Hayward Area Recreation & Park District
- Vidal v. Jurupa Area Recreation & Park District
- Worley v. North of the River Recreation & Park District

4.2 Liability & Property – Existing Litigation Pursuant to Government Code § 54956.9(d)(1)

- Villalvazo v. Livermore Area Recreation & Park District
- Andrade v. Pleasant Hill Recreation & Park District
- Sciabica v. Cordova Recreation & Park District
- CAPRI $5K Summary

Closed Session concluded at 1:25 p.m.

5. REPORT FROM CLOSED SESSION:

Pursuant to Government Code Section 54957.1, the Board must report in open session any action taken, or lack thereof, taken in closed session.

No reportable action.

6. CONSENT AGENDA:

6.1 Approval of CAPRI Board Minutes

- August 22, 2025

6.2 Warrant Listings: July 2025 – September 2025

6.3 Financial Reports

- Statement of Net Position
- Statement of Revenue, Expenses, and Change in Net Position
- Statement of Revenue and Expenses Budget to Actual

MOTION:

Vice President Michelle Lacy made a motion to approve the Consent Agenda items 6.1 - 6.3. Director Jim Friedl seconded the motion.

Ayes: *Wetter, Lacy, Nunes, Cervantes, Friedl, Fuzie, and Wade*
Nays: *None*
Abstain: *None*

7. PULLED CONSENT ITEMS: None.

8. **<u>SPECIAL REPORTS</u>:**

8.1 Investment Status Report

Allison Kaune and Mallory Sampson with PFM provided a report on the status of RIO's investment holdings. Investments have seen a positive return. The investment portfolio remains consistent with our investment policy.

8.2 Insurance Market Report

Doug Wozniak with Alliant Insurance Services provided an update regarding the current insurance market as we prepare for the 26/27 renewal. Doug is cautiously optimistic about the market outlook. Workers' Compensation, Cyber, and Property are looking stable. Liability continues to be a tough market with large settlements and verdicts, but we are in a good place as part of PRISM's program.

8.3 FY 2024-2025 State of CAPRI Report

Executive Director Duarte shared a sneak peak of the annual State of CAPRI. The report will highlight CAPRI's financial performance, member services, and partnership with CARPD.

8.4 General Liability Program Status Report

Executive Director Duarte reviewed and discussed the status of the General Liability Program. The total open claims is trending up, which is partially attributed to the number of litigated claims. Staff expects several claims to be resolved by the end of the calendar year. The Board was provided with a summary of the GL loss history by fiscal year.

8.5 Property Program Status Report

Executive Director Duarte reviewed and discussed the status of the Property Program. There are just five new losses to date for FY 25/26. Several of the open claims have reached the excess layer. The Board was provided with a summary of the open property losses as of Q1 of FY 25/26.

8.6 WC Program Status Report

Amy Whitman and Sally Town with Sedgwick reviewed and discussed the status of the Workers' Compensation Program. While the total open claims count is up, several of them are expected to be resolved by the end of the calendar year. The Board was provided with a summary of the WC loss history by fiscal year.

9. **<u>DISCUSSION/ACTION ITEMS</u>:**

9.1 Investment Policy Review

The Board reviewed the CAPRI Investment Policy and discussed whether amendments were necessary. PFM did not recommend any changes the year.

MOTION:

Vice President Michelle Lacy made a motion to approve the existing CAPRI Investment Policy with no changes. Secretary Jill Nunes seconded the motion.

Ayes: *Wetter, Lacy, Nunes, Cervantes, Friedl, Fuzie, and Wade*
Nays: *None*
Abstain: *None*

9.2 Review of 2024/2025 WC Final Payroll

The Board reviewed the 2024/2025 Final Payroll for the Workers' Compensation program. CAPRI has concluded collection of final payroll and has calculated final premiums for the Program. As a pool, actual payroll totals increased 2.3% as compared to the member estimates. This results in a net final premium contribution of approximately $89,725k due from members.

MOTION:

Secretary Jill Nunes made a motion to approve Final Payroll for FY24-25 and the calculation of final premiums. Director Mathew Fuzie seconded the motion.

Ayes: *Wetter, Lacy, Nunes, Cervantes, Friedl, Fuzie, and Wade*
Nays: *None*
Abstain: *None*

9.3 Annual Target Equity Policy Review

The Board reviewed and discussed the financial conditions of the General Liability & Property and Workers' Compensation programs as part of its annual Target Equity review. This item was information only.

9.4 Annual WC Program Dividend Review

The Board reviewed and discussed whether the issuance of dividends in the Workers' Compensation program was warranted this fiscal year.

MOTION:

Vice President Michelle Lacy made a motion to decline to issue dividends from the WC program this fiscal year. Secretary Jill Nunes seconded the motion.

Ayes: *Wetter, Lacy, Nunes, Cervantes, Friedl, Fuzie, and Wade*
Nays: *None*
Abstain: *None*

9.5 Annual GL/Property Program Dividend Review

The Board reviewed and discussed whether the issuance of dividends in the GL & Property program was warranted this fiscal year.

MOTION:

Director Mathew Fuzie made a motion to decline to issue dividends from the GL & Property program this fiscal year. Director Jim Friedl seconded the motion.

Ayes: *Wetter, Lacy, Nunes, Cervantes, Friedl, Fuzie, and Wade*
Nays: *None*
Abstain: *None*

9.6 Underwriting Policy for New Members Review

As part of the organizational effort to pursue accreditation with the California Association of Joint Powers Authorities ("CAJPA"), Staff has drafted an Underwriting Policy, outlining the process for evaluating new members. The policy aligns with current practices and conform to CAJPA standards.

MOTION:

Director Jim Friedl made a motion to approve the proposed Underwriting Policy. Director Brandy Wade seconded the motion.

Ayes: *Wetter, Lacy, Nunes, Cervantes, Friedl, Fuzie, and Wade*
Nays: *None*
Abstain: *None*

9.7 CPS HR Investigative Services Proposal

The Board reviewed and discussed the proposed partnership with CPSHR for Investigative Services. One of the most challenging risk management issues impacting our membership is related to human resource management. Recently, Staff met with CPSHR and discussed the services they can provide to our Districts when they need a third-party investigator to review a challenging HR issue. Exploring a relationship with this type of vendor will allow our members to access to qualified professionals necessary to complete these investigatory assignments at discounted pricing. CPSHR prepared a proposal for these types of consulting services in which CAPRI subsidizes the service to the members by contributing an initial $2,000.

MOTION:

Director Brandy Wade made a motion to direct Staff to move forward with CPSHR Investigative Service agreement, limited to the investigation component, with CAPRI contributing the initial $2,000 for up to three investigations per fiscal year. Secretary Jill Nunes seconded the motion.

Ayes: *Wetter, Lacy, Nunes, Cervantes, Friedl, Fuzie, and Wade*
Nays: *None*
Abstain: *None*

9.8 CAPRI Job Description Review/Update

The Board reviewed and discussed proposed job description updates for the Safety Analyst position. Over the last several years, the Board has discussed the staffing levels needed to serve the CAPRI membership. At the recent Finance/Personnel Committee Meeting, Staff reviewed and discussed current service levels and the proposed addition of a staff member to fill the vacant Safety Analyst position to better serve the membership.

MOTION:

Vice President Michelle Lacy made a motion to approve the proposed job description updates and title change to Risk Analyst for the position. Director Lorena Cervantes seconded the motion.

Ayes: *Wetter, Lacy, Nunes, Cervantes, Friedl, Fuzie, and Wade*
Nays: *None*
Abstain: *None*

9.9 Board Meeting Calendar 2026

The Board reviewed the proposed CAPRI Board Meeting Calendar for 2026. At this time four of the five meetings are planned to be in person at various locations noted.

MOTION:

Secretary Jill Nunes made a motion to approve the Calendar as to items 1-3, table items 4-5 pending further calendar review, and noted the correction to Tuesday for the RIO Board Meeting. Director Brandy Wade seconded the motion.

Ayes: *Wetter, Lacy, Nunes, Cervantes, Friedl, Fuzie, and Wade*
Nays: *None*
Abstain: *None*

9.10 Annual Executive Director Contract Review

The Board reviewed and discussed the Executive Director employment contract. This matter was before the Board as part of the annual performance evaluation process for the Executive Director. In its review, the Board may consider amendments to the Contract.

MOTION:

Vice President Michelle Lacy made a motion to approve amendments to the Executive Director's contract as noted below. Director Lorena Cervantes seconded the motion.

- *7.5% increase in annual salary to $250,500 effective 10/1/2025;*
- *3% Annual COLA increase each January 1 starting 01/01/2026; and*
- *Add one year to the contract (through October 1, 2029)*

Ayes: *Wetter, Lacy, Nunes, Cervantes, Friedl, Fuzie, and Wade*
Nays: *None*
Abstain: *None*

10. EXECUTIVE DIRECTOR/STAFF REPORTS:

10.1 District Visit Update: This item was information only.

10.2 CAPRI 40th: This item was information only.

10.3 CARPD Update: This item was information only.

10.4 RIO Update: This item was information only.

10.5 Member Needs Survey Results: This item was information only.

10.6 COI Management Platform Update: This item was information only.

10.7 Member Trainings Update: This item was information only.

11. BOARD MEMBER REPORTS:

11.1 Board Member Comments:

Secretary Jill Nunes shared that Cordova RPD installed its first AED cabinet at Hagan Park in partnership with Sac Metro Fire. Cordova also plans to have Narcan available in the cabinet for emergency use.

Director Brandy Wade inquired about trespassing and how districts are handling this issue. Vice President Michelle Lacy offered assistance.

12. FUTURE AGENDA ITEMS:

The Board of Directors had no comments or questions.

13. ANNOUNCEMENTS:

The next CAPRI Board of Directors Meeting is scheduled for February 24, 2026.

14. ADJOURNMENT:

The Board adjourned the meeting in honor of Larry Minor at 1:51 p.m.

MOTION:

Secretary Jill Nunes made a motion to adjourn the meeting at 1:51 p.m. Director Lorena Cervantes seconded the motion.

Ayes: *Wetter, Lacy, Nunes, Cervantes, Friedl, Fuzie, and Wade*
Nays: *None*
Abstain: *None*

Jill Nunes

Jill Nunes, Secretary for the CAPRI Board of Directors