

**BOARD OF DIRECTORS REGULAR MEETING**

Via Zoom Webinar

April 28, 2021

**MINUTES**

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**1. CALL TO ORDER:**

The regular meeting of the Board of Directors was held on April 28, 2021 via Zoom Webinar. The Meeting was called to order by President Wetter at 10:03 a.m.

Members Present via Zoom: President Dean Wetter, Vice President Larry Mazzuca, Secretary Colin Miller, Director Lorena Cervantes, Director Jim Friedl, Director Jill Nunes, and Director Lindsay Woods.

CAPRI Staff Present via Zoom: Executive Director Matthew Duarte, Safety Analyst Kirk Andre, Administrative Analyst Monica Breck, and Administrative Assistant Jordan Coyle.

Others Present via Zoom: Mr. Byrne Conley (Gibbons & Conley), Mr. Doug Wozniak (Alliant Insurance), Mr. Charles Torretta (George Hills), Ms. Sally Town (Sedgwick), Mr. James Marta (James Marta & Company), and Ms. Allison Kaune (PFM).

**2. INTRODUCTIONS:**

None.

**3. PUBLIC COMMENTS:**

None.

**4. CLOSED SESSION:**

The Board convened to Closed Session at 10:04 a.m. regarding the following matters:

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

- Williams v. Hayward Area Recreation & Park District
- CAPRI Property/Liability Winter Storm Property Loss Summary (Arcade Creek/Carmichael/Cordova/Mission Oaks/Pleasant Valley)
- CAPRI \$5K Summary

4.2 **Workers' Compensation – Existing Litigation Pursuant to Government Code § 54956.9(d)(1)**

- Hartshorn v. Orangevale Recreation & Park District
- Mike v. Hayward Area Recreation & Park District
- Vasquez v. Livermore Area Recreation & Park District

**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.*

The Board concluded Closed Session at 10:43 a.m. After a brief recess, the Board returned to open session at approximately 10:50 a.m.

**6. CONSENT AGENDA:**

- 6.1 Approval of CAPRI Board Minutes
  - February 24, 2021
- 6.2 LAIF Regular Monthly Statement – March 2021
- 6.3 Warrant Listings for the Months of January 2021 – March 2021
- 6.4 Statement of Net Position
- 6.5 Statement of Revenue and Expenses Budget to Actual
- 6.6 Statement of Revenue, Expenses, and Change in Net Position

**MOTION:**

*Director Lindsay Woods made a motion to approve consent items 6.1 – 6.6. Vice President Larry Mazzuca seconded the motion.*

**Ayes:** *Wetter, Mazzuca, Miller, Cervantes, Friedl, Nunes, and Woods*

**Nays:** *None*

**Abstain:** *None*

**7. PULLED CONSENT ITEMS:**

None.

**8. SPECIAL REPORTS:**

**8.1 Financial Audit Update – James Marta & Company**

Mr. James Marta with James Marta & Company provided a report to the Board regarding the 2019/2020 Financial Audit report.

## **MOTION:**

*Director Lindsay Woods made a motion to receive and file the 2019/2020 Financial Audit Report as presented. Secretary Colin Miller seconded the motion.*

**Ayes:** *Wetter, Mazzuca, Miller, Cervantes, Friedl, Nunes, and Woods*

**Nays:** *None*

**Abstain:** *None*

### **8.2 Investment Stats Report – Allison Kaune, PFM**

Ms. Allison Kaune with PFM provided a report on the status of CAPRI's investment holdings. Ms. Kaune noted that the investment portfolio remains consistent with CAPRI policy.

### **8.3 Insurance Market Update – Doug Wozniak, Alliant Insurance Services**

Mr. Doug Wozniak with Alliant Insurance Services provided an update regarding the current insurance market and outlook for 2021 as we near the renewal. The Workers' Compensation market remains stable. Unfortunately, we continue to see the results of a very hard market for Property and Casualty going into the 2021/2022 policy year renewal. Mr. Wozniak noted that, although there are cost increases, the incumbent markets have provided the most attractive quotes so far.

### **8.4 WC Program Status Report – Sedgwick**

Executive Director Duarte reviewed and discussed the status of the Workers' Compensation Program. The total number claims are down as compared to the previous two years. A summary of claims as of March 31, 2021 was provided.

### **8.5 General Liability Program Status Report**

Executive Director Duarte reviewed and discussed the status of the General Liability Program. While the total number of claims remains lower than this time last year, there has been an uptick in claims as more activities have begun to reopen. A summary of claims as of March 31, 2021 was provided.

### **8.6 Property Program Status Report**

Executive Director Duarte reviewed and discussed the status of the Property Program. The total claim count is consistent with prior years. A summary of claims as of March 31, 2021 was provided.



## 9. **DISCUSSION/ACTION ITEMS:**

### 9.1 **CAPRI 2021-2022 Budget**

The Board reviewed and discussed the proposed CAPRI Budget for the 2021-2022 fiscal year. No action was required of the Board.

### 9.2 **Consideration of Sedgwick Contract Extension**

Executive Director Duarte reviewed and discussed the proposed contract extension with Sedgwick for Workers' Compensation third party administrative services. The current contract expires on June 30, 2021.

#### **MOTION:**

*Director Jim Friedl made a motion to authorize the Executive Director to execute a three-year contract extension with Sedgwick. Director Lindsay Woods seconded the motion.*

**Ayes:** Wetter, Mazzuca, Miller, Cervantes, Friedl, Nunes, and Woods

**Nays:** None

**Abstain:** None

### 9.3 **Law Enforcement Liability Update**

Executive Director Duarte reviewed and discussed the law enforcement liability coverage as it relates to recreation and park districts. This item was brought back for further discussion from a previous meeting. After review and analysis by our actuaries, the Board decided to move from a flat rate to a premium calculation based on full time equivalent (FTE). The goal is to ensure that the Liability Program premium better reflects the level of risk being assumed by each district as well as the pool.

#### **MOTION:**

*Director Lindsay Woods made a motion to authorize the proposed allocation of the law enforcement liability premiums at \$1,142 per FTE, with a \$25,000 deductible, as well as establish a minimum premium of \$5,000, and direct Staff to make necessary revisions to the General Liability & Property Memorandum of Coverage for fiscal year 2021-2022. Secretary Colin Miller seconded the motion.*

**Ayes:** Wetter, Mazzuca, Miller, Cervantes, Friedl, Nunes, and Woods

**Nays:** None

**Abstain:** None

#### **9.4 WC Experience Modification Factors 2021-2022**

Executive Director Duarte reviewed and discussed the WC Experience Modification (Ex Mod) Factors for the 2021-2022 policy year.

#### **MOTION:**

*Vice President Larry Mazzuca made a motion to approve the members' Experience Modification Factors calculation for use in the 2021-2022 WC premium allocation. Director Lindsay Woods seconded the motion.*

**Ayes:** Wetter, Mazzuca, Miller, Cervantes, Friedl, Nunes, and Woods

**Nays:** None

**Abstain:** None

#### **9.5 Safety Credit Criteria Review 2021-2022**

Executive Director Duarte reviewed and discussed the safety credit criteria for the 2021-2022 policy year.

#### **MOTION:**

*President Dean Wetter made a motion to approve the proposed 2021-2022 Safety Credit Criteria for use in the 2021-2022 GL/Property premium allocation. Director Jill Nunes seconded the motion.*

**Ayes:** Wetter, Mazzuca, Miller, Cervantes, Friedl, Nunes, and Woods

**Nays:** None

**Abstain:** None

#### **9.6 WC and Liability/Property Loss Premium Comparison**

Executive Director Duarte reviewed and discussed the paid losses compared to premiums collected during the years 2015-2020 for both Workers' Compensation and Liability/Property. No action was required of the Board.

#### **9.7 CAPRI BOD Meeting Calendar 2021**

Executive Director Duarte reviewed the revised 2021 CAPRI Board Meeting Calendar and requested a revision for the Fall Board Retreat. It was also requested that the May meeting be rescheduled to accommodate Board schedules.

#### **MOTION:**

*Director Lindsay Woods made a motion to approve the revised 2021 CAPRI Board Meeting Calendar per the below. Secretary Colin Miller seconded the motion.*

- Move the May 2021 meeting to the 25<sup>th</sup>
- move the Meeting and Strategic Planning Session to December 3<sup>rd</sup> and 4<sup>th</sup>

**Ayes:** Wetter, Mazzuca, Miller, Cervantes, Friedl, Nunes, and Woods

**Nays:** None

**Abstain:** None

## **10. EXECUTIVE DIRECTOR/STAFF REPORTS:**

*The Executive Director and Staff will report on the following topics:*

### **10.1 District Visit Update**

The Board of Directors had no comments or questions on this writeup.

### **10.2 CARPD Update**

The Board of Directors had no comments or questions on this writeup.

### **10.3 News of Note**

The Board of Directors had no comments or questions on this writeup.

## **11. BOARD MEMBER REPORTS:**

### **11.1 Board Member Comments**

Secretary Collin Miller noted that Arden Park Recreation and Park District is the first agency in the state to complete the Prop 68 per capita funding process.

## **12. FUTURE AGENDA ITEMS:**

The Board of Directors had no comments or questions on this item.

## **13. ANNOUNCEMENTS:**

The next CAPRI Board of Directors meeting will be held on May 25, 2021 at 10:00 a.m. via Zoom.

## **14. ADJOURNMENT:**

The Board adjourned the meeting at 12:50 p.m.



Colin Miller,  
Secretary for the CAPRI Board of Directors