

**CALIFORNIA ASSOCIATION FOR PARK AND RECREATION INDEMNITY  
(CAPRI)**

**MINUTES OF THE BOARD OF DIRECTORS  
Meeting on August 23, 2018**

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A meeting of the Board of Directors was held on August 23, 2018 at Lake Tahoe Resort Hotel, California at 9:00 a.m.

**MEMBERS PRESENT:** Lindsay Woods, President, Hesperia Recreation & Park District  
Dean Wetter, Valley-Wide Recreation & Park District  
Colin Miller, Arden Park Recreation & Park District  
Larry Mazzuca, North Highlands Recreation & Park District  
Jim Friedl, Conejo Recreation & Park District  
Stephen Fraher, Secretary, Arcade Creek Recreation & Park District  
Lorena Cervantes, Bear Mountain Recreation & Park District

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Patrick Cabulagan, Administrator (CAPRI)  
Bebe Pearson, Administrative Analyst (CAPRI)  
Doug Wozniak, Alliant Insurance Services  
Byrne Conley, Gibbons & Conley

**1. CALL TO ORDER**

The August 23, 2018 Board of Directors meeting was called to order at 9:00 a.m. by President Lindsay Woods.

**2. INTRODUCTIONS**

None.

**3. PUBLIC COMMENTS**

None

**4. CLOSED SESSION**

The Board convened to Closed Session, pursuant to Government Code section 54957.6 & section 54957(b) at 9:01 a.m.

The Board discussed the claims for the payment of tort Liability losses, Workers' Compensation losses and Property losses incurred by the Joint Powers Authority and employee evaluations.

**5. REPORT FROM CLOSED SESSION**

The Board reconvened to Open Session at 1:27 p.m. 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 ITEMS**

*Jim Friedl made a motion to approve the consent items #6A - #6E. Colin Miller seconded the motion.*

*Ayes: Lindsay Woods, Dean Wetter, Colin Miller, Stephen Fraher, Lorena Cervantes, Jim Friedl and Larry Mazzuca.*

*Nays: None*

*Abstain: None*

**7. DISCUSSION/ACTION ITEMS**

**A. 2018/2019 Draft Budget**

The Board of Directors reviewed the 2018/2019 Draft Budget and voted to approve the budget.

*Dean Wetter made a motion to approve the 2018/2019 Budget. Jim Friedl seconded the motion.*

*Ayes: Lindsay Woods, Dean Wetter, Colin Miller, Stephen Fraher, Lorena Cervantes, Jim Friedl and Larry Mazzuca.*

*Nays: None*

*Abstain: None*

**B. ADA Consultant/Transition Plan**

The Board reviewed the proposed ADA consultant/transition plan proposed by staff. The Board directed staff to send out the survey to the members to see the interest level from the membership and to get a better idea of the cost to the members and to CAPRI for the potential 10% subsidy. This will come back to the Board at a future meeting.

### C. Potential Change in CAPRI Website Administrator

The Board discussed the proposal to have Streamline administer CAPRI's and possibly CARPD's websites. Lindsay Woods talked to Sloane Dell'Orto of Streamline Web on migrating CAPRI website to their system. Streamline Web will administer the website monthly. Streamline will administer the program for \$100/monthly fee and \$750 migration fee.

*Colin Miller made the motion to approve Streamline migrating and administering CAPRI's website. Stephen Fraher seconded the motion.*

*Ayes: Lindsay Woods, Dean Wetter, Colin Miller, Stephen Fraher, Lorena Cervantes, Jim Friedl and Larry Mazzuca.*

*Nays: None*

*Abstain: None*

### D. 2018 CAPRI Elections

This year the "upper", "middle" and "lower" thirds positions of the Board are up for elections. Staff outlined the schedule for the elections. Colin Miller, Stephen Fraher and Jim Friedl are up for election. The time schedule for the election is as follows:

<u>Action</u>	<u>Date</u>
Notice/Call for Nominations	09/10/18
Nominations must be received	10/10/18
Ballots mailed to Districts	10/19/18
ELECTION (ballot must be in)	11/16/18
Run-off Election Ballots (if needed)	11/23/18
RUN-OFF ELECTION (if needed)	12/14/18

*Stephen Fraher made a motion to approve the election process and time schedule. Jim Friedl seconded the motion.*

*Ayes: Lindsay Woods, Dean Wetter, Colin Miller, Stephen Fraher, Lorena Cervantes, Jim Friedl and Larry Mazzuca.*

*Nays: None*

*Abstain: None*

### E. Consideration of Extension of George Hills Company Contract

The Board of Directors reviewed the contract extension for George Hills Company. The changes in the contract included: a 5-year extension, the cap was eliminated; hourly rate increased to \$88.00; and they added a \$5,000 administrative charge.

*Dean Wetter made a motion to approve the George Hill Company contract as proposed*

*by George Hills Company. Jim Friedl seconded the motion.*

*Ayes: Lindsay Woods, Dean Wetter, Colin Miller, Stephen Fraher, Lorena Cervantes, Jim Friedl and Larry Mazzuca.*

*Nays: None*

*Abstain: None*

#### **F. Consideration of Extension of York Contract**

The Board of Directors reviewed the York WC Third Party Administrator contract addendum. The only changes to the contract was a slight increase in annual costs which is still lower than the majority of the TPA proposals that we received 6 years ago. It is staff's recommendation that we approve the 3-year contract with York Risk Services Group.

*Jim Friedl made a motion to approve the York Risk Services contract addendum. Colin Miller seconded the motion.*

*Ayes: Lindsay Woods, Dean Wetter, Colin Miller, Stephen Fraher, Lorena Cervantes, Jim Friedl and Larry Mazzuca.*

*Nays: None*

*Abstain: None*

#### **G. Consideration of 2018-2019 WC Dividends**

The Board reviewed the funding levels of the WC Program. Since overall WC confidence level is just over the 90% confidence level and because this program in previous years has been funded in the 80% to 90% confidence levels, it is recommended that we not declare a dividend for this year.

*Larry Mazzuca made a motion to declare no dividends for the Workers' Compensation Program for the 2018 – 2019 fiscal year. Colin Miller seconded the motion.*

*Ayes: Lindsay Woods, Dean Wetter, Colin Miller, Stephen Fraher, Lorena Cervantes, Jim Friedl and Larry Mazzuca.*

*Nays: None*

*Abstain: None*

#### **H. Consideration of 2018/2019 Liability/Property Dividend**

Although CAPRI is funding at approximately 65% confidence level in the Liability and Property program, based on the actuarial report provided by Bickmore Risk Services it appears we are well funded. CAPRI has potential claims that could have an adverse impact on our surplus if we do not prevail in those cases. As a result, it is staff's recommendation that we declare a dividend in the Liability/Property program of \$250,000 from 2002-2003 fiscal year which is less than last year's dividend.

*Jim Friedl made a motion to declare a dividend of \$250,000 in the Liability/Property program from the 2002/2003 fiscal year. Stephen Fraher seconded the motion.*

*Ayes: Lindsay Woods, Dean Wetter, Colin Miller, Stephen Fraher, Lorena Cervantes, Jim Friedl and Larry Mazzuca.*

*Nays: None*

*Abstain: None*

#### **I. List of CAPRI Services/Coverages Brochure**

The Board of Directors reviewed the CAPRI Services/Coverages brochure. The Board of Directors recommended some changes to the design and corrections to the content. Also, recommended to hold off on distributing the brochure until the website is renovated and updated.

#### **J. Approval of the Administrator/Executive Director Employment Agreements**

The Board of Directors reviewed the Administrator's performance. It was recommended to extend the Administrator's Employment agreement.

*Colin Miller made a motion to approve the amendment of the Administrator's Employment Agreement until November 30, 2018. Stephen Fraher seconded the motion.*

*Ayes: Lindsay Woods, Dean Wetter, Colin Miller, Stephen Fraher, Lorena Cervantes, Jim Friedl and Larry Mazzuca.*

*Nays: None*

*Abstain: None*

#### **K. Conflict of Interest Code**

Every even year the Board must review and approve the Conflict of Interest code and complete the 2018 Multi-County Agency Biennial Notice. Staff recommended a few changes to the Conflict of Interest code including changing the General Manager to Executive Director.

*Jim Friedl made a motion to approve the Conflict of Interest Code for 2018. Colin Miller seconded the motion.*

*Ayes: Lindsay Woods, Dean Wetter, Colin Miller, Stephen Fraher, Lorena Cervantes, Jim Friedl and Larry Mazzuca.*

*Nays: None*

*Abstain: None*

### **8. SPECIAL REPORTS**

#### **A. Investment Status Reports – Public Financial Management**

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

**B. Insurance Market Update – Alliant Insurance Services**

Doug Wozniak gave a presentation regarding the 2019/2020 renewals. The property insurance market is starting to see the market harden so it looks like rates will increase slightly this year. The Liability market is looking at 25%- 35% in the public sector markets as a result of police liability and sexual molestations. Workers' Compensation remains stable.

*Recessed for lunch at 11:55am*

*Reconvened from lunch at 12:25 pm.*

**9. ADMINISTRATOR/ STAFF REPORTS**

**A. November Board of Directors Retreat/Board Meeting Update**

The Board of Directors strategic meeting will be extended until 2pm on Tuesday, November 6<sup>th</sup>.

**B. CAJPA Conference Update**

Staff (Pat and Rick) will be attending the conference and the Board of Directors extended the invitation to the new Executive Director to CAJPA.

**C. Update on District Visits**

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

**D. PARMA Conference Update**

The Board of Directors interested in attending conference are Jim Friedl, Dean Wetter, Colin Miller and Lorena Cervantes.

**E. Liability Claims Summary Report**

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

**F. Workers' Compensation Claims Summary Report**

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

**G. Property Claims Summary Report**

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

**H. CAPRI Administration Plan**

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

**10. CLOSING COMMENTS****A. Board**

Board of Directors requested agendas to be numbered with page one of the agenda starting with the agenda itself and not the backup documentation. Also, Lindsay requested an AdHoc Committee be formed to help transition the new Executive Director.

**B. Staff**

None.

**11. ANNOUNCEMENTS**

None.

**12. ADJOURNMENT**

The Board adjourned the meeting at 2:58 p.m.

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Stephen Fraher, Board of Directors Secretary