1750 Creekside Oaks Drive, Suite 200, Sacramento, CA 95833
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https://www.planjpa.org/

EXECUTIVE COMMITTEE MEETING AGENDA

Thursday, April 18, 2019
10:00 A.M

San Bruno City Hall
567 El Camino Real, Room 115
San Bruno, CA 94066

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation to participate in this meeting, please contact Katie Sullivan at (916) 244-1164 or (916) 244-1199 (fax). Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Documents and materials relating to an open session agenda item that are provided to the Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA) Executive Committee less than 72 hours prior to a regular meeting will be available for public inspection at 1750 Creekside Oaks Dr., Suite 200, Sacramento, CA 95833.

Page

1. CALL TO ORDER

2. INTRODUCTIONS

3. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

4. PUBLIC COMMENTS - This time is reserved for members of the public to address the Committee relative to matters of the PLAN JPA not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person and twenty minutes in total.

5. CONSENT CALENDAR
If a Committee member would like to discuss any item listed, it may be pulled from the Consent Calendar.

5 *A. Minutes from the October 26, 2018, Executive Committee Meeting
15 *B. Warrant List for November 15, 2018, through March 31, 2019

* Reference materials attached with staff report.

* Reference materials attached with staff report.

9. CLOSING COMMENTS

This time is reserved for comments by Executive Committee members and/or staff and to identify matters for future Executive Committee business.

A. Executive Committee
B. Staff

10. ADJOURNMENT

NOTICES:

- The next Executive Committee Meeting will be held on June 6, 2019, at 10:00 a.m. at San Bruno City Hall, 567 El Camino Real, San Bruno, CA 94066.
- The next Board of Directors Meeting will be held on June 12, 2019, at 9:30 a.m. at the San Francisco Airport Waterfront Marriott, 1800 Old Bayshore Hwy, Burlingame, CA 94010.

* Reference materials attached with staff report.

Agenda Item 5.A.-F.

CONSENT CALENDAR

SUBJECT: Consent Calendar

BACKGROUND AND HISTORY:

The Consent Calendar consists of items that require approval or acceptance but are self-explanatory and require no discussion. If a Committee member would like to discuss any item listed, it may be pulled from the Consent Calendar.

RECOMMENDATION:

Staff recommends the Executive Committee approve the Consent Calendar.

REFERENCE MATERIALS ATTACHED:

A. Minutes from the October 26, 2018, Executive Committee Meeting
B. Warrant List for November 15, 2018, through March 31, 2019
C. Treasurer's Report as of December 31, 2018
D. Business Account Credit Card Use Policy
E. 2018/19 Risk Control Plan Update
F. City of Gilroy Equity Distribution

POOLED LIABILITY ASSURANCE NETWORK JOINT POWERS AUTHORITY (PLAN JPA)

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF OCTOBER 26, 2018

A regular meeting of the Executive Committee was held on October 26, 2018, at San Bruno City Hall, 567 El Camino Real, San Bruno, CA 94066.

MEMBERS PRESENT:	Marc Zafferano, Chairman, San Bruno Kathleen Kane, Burlingame George Rodericks, Atherton Heather McLaughlin, Benicia Kevin Bryant, Woodside Richard Lee, South San Francisco Robert Schultz, Los Gatos Ann Ritzma, Foster City *(Arrived during Agenda Item 3)*
MEMBERS ABSENT:	Jesse Takahashi, Campbell
OTHERS PRESENT:	Rob Kramer, General Manager, Bickmore Yahaira Martinez, Assistant General Manager, Bickmore Jon Paulsen, Senior Consultant, Bickmore Katie Sullivan, Analyst, Bickmore Ritesh Sharma, Finance Manager, Bickmore Gail Zeigler, Risk Control Consultant, Bickmore Greg Rubens, Legal Counsel, Aaronson, Dickerson, Cohn & Lanzone

1. **CALL TO ORDER:**

   The October 26, 2018, Executive Committee meeting was called to order at 10:03 a.m. by Chair Marc Zafferano.

2. **INTRODUCTIONS:**

   Those present introduced themselves.

3. APPROVAL OF AGENDA AS POSTED (OR AMENDED):

The agenda was approved as posted.

4. PUBLIC COMMENTS:

None.

5. CONSENT CALENDAR:

It was noted the Minutes from the June 6, 2018, Executive Committee meeting did not list Kevin Bryant, Woodside, as a member of the Executive Committee for the 2018/19 program year. The Committee requested the minutes to be amended.

Kevin Bryant moved to approve the following items:: A) Minutes from the June 6, 2018, Executive Committee Meeting, as amended; B) Resolution No. 2018-06: Resolution of the Executive Committee Establishing Amended Meeting Dates for the 2018/19 Fiscal Year; C) Aon Contract for Claims Auditing Services; and D) Warrant List for May 30, 2018, through September 30, 2018. Ann Ritzma seconded the motion. The motion passed by majority vote by Marc Zafferano, Kathleen Kane, Richard Lee, Heather McLaughlin, Ann Ritzma, and Kevin Bryant. George Rodericks and Robert Schultz abstained from voting.

6. APPOINTMENTS

A. Appointment of the Risk Management Committee Chair to the Executive Committee

Prior to the start of the 2018/19 fiscal year, the Board of Directors elected the upcoming year's PLAN JPA Committees. Following the Committee elections, the Risk Management Committee (RMC) was tasked with appointing its Chairperson, who would also hold the position designated to the RMC Chair on the PLAN JPA Executive Committee.

At the October 10, 2018, RMC meeting, Mr. George Rodericks, Town of Atherton, was appointed at the RMC Chairperson and needed to be formally appointed to the Executive Committee.

Kathleen Kane moved to appoint Mr. George Rodericks, Town of Atherton, to fill the vacancy of the Risk Management Committee Chair position on the Executive Committee. Richard Lee seconded the motion. The motion passed unanimously.

B. Transition of PLAN JPA General Manager

Mr. Robert Kramer served as General Manager of PLAN JPA (and ABAG PLAN previously) since January 2018. Mr. Kramer announced his retirement from Bickmore and staff recommended Mr. Jon Paulsen transition into the role of General Manager, effective immediately.

Mr. Paulsen served in the role of Senior Consultant since the beginning of the Bickmore contract with PLAN JPA (and ABAG PLAN prior).

Richard Lee moved to appoint Jon Paulsen as PLAN JPA's General Manager effective October 26, 2018. Kathleen Kane seconded the motion. The motion passed unanimously.

7. GENERAL MANAGER'S REPORT

A. Report by Acting General Manager

Mr. Paulsen provided an update on matters staff will bring forth for future Committee and Board consideration and discussion. The topics included:

- **Review of PLAN JPA Bylaws**
  During the first review of the Bylaws, members and staff identified some changes they would like to see in the document; however, due to all the ongoing changes that came with the transition from ABAG PLAN to PLAN JPA, staff did not recommend making significant changes to the Bylaws. The Bylaws were only updated to reflect the new name and fiscal year. Staff will be working with legal counsel to commence a review of the Bylaws and bring forth suggested changes for the Committee's review and consideration.

- **Review of Liability Memorandum of Coverage**
  As with the Bylaws, no significant changes were made to the Memorandum of Coverage (MOC) document for the Liability Program. PLAN JPA is now fully transitioned, staff will be working with coverage counsel and PLAN JPA's insurance broker to commence a review of the MOC and bring forth suggested changes for the Committee's review and consideration.

- **Review of Property Memorandum of Coverage and Master Program Document**
  The PLAN JPA Board approved the General Liability Master Program Document at the June 2018 Board meeting, which delineates the operation of the Pooled Liability Program. Staff recommended a MPD be created for each program; therefore, during the review of the Property MOC, staff will also draft the Property MPD to bring forth for the Committee's review and consideration.

- **Review of Employment Practices Liability Options**
  As previously discussed at prior meetings, employment practices liability (EPL) coverage is an important and costly exposure that all public entities should evaluate. While visiting member cities and towns, staff discovered some members currently do not have EPL coverage, some did not realize they lacked this coverage; and some members are purchasing "stand-alone" coverage through Alliant. At the December 5th Board meeting, staff will be bringing forth detailed information regarding the different EPL coverage options PLAN JPA may wish to consider.

  A discussion ensued around possibility of adding coverage for drones and cyber, earthquake, along with EPL coverages. The Committee directed staff to bring additional coverage options for drones, cyber, and earthquake to the next Board of Directors meeting for discussion.

- **Summary of PLAN JPA/SHARP Consolidation Discussion**
  At the SHARP Board meeting in June, staff recommended they consider consolidating into PLAN JPA as another program offering of PLAN JPA. Not only would the combination be more efficient with respect to streamlining operations and time spent by members, but it could be done in a manner as to continue the separation of assets and liabilities of the different coverage programs, as it is being done now. Additionally, with a workers' compensation program being "part" of PLAN JPA's offerings, staff felt the program would more likely to grow as the current PLAN JPA members evaluate adding that coverage through PLAN JPA. The SHARP Board directed staff to issue a letter to PLAN JPA inquiring as to whether PLAN JPA would be interested in evaluating the consolidation of the two organizations.

  On October 16, 2018, the PLAN JPA President and Vice President and the SHARP President and Vice President, along with staff, discussed the potential consolidation of SHARP into PLAN JPA. Upon vetting the matter, it was determined PLAN JPA would not be negatively impacted by the consolidation and it is ultimately up to the SHARP Board to thoroughly examine their options and determine what is important to the group prior to moving forward with a consolidation proposal. This matter will be discussed at the SHARP Board meeting in December.

8. ADMINISTRATIVE MATTERS

A. California Association of Joint Powers Authorities (CAJPA) Accreditation

The California Association of Joint Powers Authorities (CAJPA) is a statewide association for insurance based risk-sharing pools. CAJPA provides continuing education, legislative advocacy, and active involvement in regulatory matters on behalf of its joint powers authority (JPA) members. CAJPA sponsors what is considered to be the nation's first risk management accreditation program, designed to ensure quality and professional standards for all risk management pools regardless of size, scope of operation, or membership structure.

Ms. Yahaira Martinez, Assistant General Manager, and Mr. Paulsen presented information around the accreditation process, different types of accreditation, and overall benefits of being accredited. Mr. Paulsen stated CAJPA Accreditation was not included in the budget process for 2018/19, and recommended PLAN JPA submit for accreditation in the 2020 Program Year to allow the JPA and staff to gather and update all required documents for submission.

Ann Ritzma moved to authorize staff to pursue CAJPA Accreditation on behalf of PLAN JPA. Heather McLaughlin seconded the motion. The motion passed unanimously.

B. Discussion of Potential 2018/19 Strategic Planning Session

Holding a Strategic Planning Session (SPS) consisting of the full Board of Directors would allow the membership to discuss the future the organization envisions and the necessary procedures and operations to achieve that future. Some topics that may be discussed are member needs, the types of services and programs being used and what other services members would like to have.

A discussion ensued around benefits of holding the SPS either during one day and doing one longer meeting or as an overnight to spread the meetings over two days. The Committee decided doing an overnight SPS would be most beneficial and directed staff to poll members on available dates. Staff will also survey members on topics they would like discussed and prepare two sample agendas to be reviewed with the President and Vice President prior to the meetings. Ms. Ann Ritzma, City of Foster City, requested the motion to be amended to include the capability of also holding the SPS as a webinar for those members who are unable to travel.

Richard Lee moved to approved holding a Strategic Planning Session, as amended, in the first quarter of 2019, and to authorize staff to develop and distribute a survey to all members in order to develop topics for a Strategic Planning Session and corresponding member availability. Robert Schultz seconded the motion. The motion passed unanimously.

C. Review and Consideration of Draft Property Program Memorandum of Coverage for PLAN JPA

With the transition from ABAG PLAN to PLAN JPA, PLAN JPA needed to approve its Property Memorandum of Coverage (MOC) specific to the new entity. Staff did not make any material changes to this MOC; a thorough review will be completed later in the year. The MOC was sent to Board Counsel, Greg Rubens for review prior to the meeting. The most relevant changes included:

- Changed ABAG PLAN name to PLAN JPA throughout the document;
- Changed the Issue Date and Program Year in the Footer to 2018/19; and
- Removed of the reference to a “revised coverage agreement.”

A brief discussion ensued around when all the MOCs should be review by the Executive Committee, with Mr. Paulsen agreeing that best practice is to review the Liability and Property MOC annually.

In response to a statement in regards to the dissolution of ABAG PLAN, Mr. Paulsen requested a quick update from Ritesh Sharma, Finance Manager. Mr. Sharma stated the process was to close out the June 30, 2018, financial statements, submit for audit, and utilize the audit report to indicate financial information has been transferred to PLAN JPA as of June 30, 2018.

Ann Ritzma moved to approve the Draft Property Program Memorandum of Coverage. Heather McLaughlin seconded the motion. The motion passed unanimously.

9. <u>FINANCIAL MATTERS</u>

A. Approval of Application for Business Account Credit Card

PLAN JPA holds multiple meetings (Board of Directors, Claims Committee, Executive Committee, and Risk Management Committee) throughout the year. During these meetings, multiple vendors are procured to provide catering and or any other necessary accommodations. For simplicity and to ensure timely payment to our vendors, staff is requesting opening a PLAN JPA business credit card account with California Bank & Trust (CB&T).

The following advantages were discussed:

- No annual fee for ownership of a CB&T credit card;
- Preferred method of payment by our vendors;
- Any cash back earned from purchases would go directly back to the PLAN JPA account;
- Not liable for any fraudulent transactions;
- Eliminates risk of carrying blank checks and or checks being lost/stolen; and
- A business credit card will result in a more clear separation of transactions for PLAN JPA.

The credit card would be used for **meeting purposes only** and, if any, Point of Sale transactions. Credit Card payments would go through the normal accounts payable processing, where the approvers and signers would receive a monthly statement and evidentiary support for each transaction, prior to issuing the check payment to CB&T.

Richard Lee moved to approve the application to open a business account credit card. Kevin Bryant seconded the motion. The motion passed unanimously.

B. Update on Financial Institutions

With the transition of ABAG PLAN to PLAN JPA, there were multiple changes made in regards to the financial institutions. Mr. Ritesh Sharma, Finance Manager, provided an update on those accounts:

- A resolution was approved to establish a new bank account with California Bank & Trust (CB&T). The new bank account was opened on June 21, 2018. Funds were transferred from Bank of West (BOW) to CB&T. The bank account is being fully utilized. After the final check cleared, the BOW account was closed on September 28, 2018.

- The Investment Policy was amended and approved to provide the investment advisor (PFM Asset Management) a guideline on investing PLAN JPA monies. PFM Asset Management introduced California Asset Management Program (CAMP) to the Board at the June 20, 2018 meeting. Subsequent to the Board's approval at that meeting, the new CAMP Liquid and Investment accounts were established in early July.

A transfer of $12.1M was made from the Local Agency Investment Fund (LAIF) to the CAMP Liquid account on July 27, 2018. As of August 31, 2018, the effective yields on CAMP Liquidity and LAIF were 2.12% and 1.99%, respectively.

A transfer of $27,377,478 was made from BOW Treasury Operations to CAMP Investment account at the beginning of August, 2018. Subsequent to the transfer, the BOW Treasury account was closed. An additional transfer from CAMP Liquid to CAMP Investment account was made on August 17, 2018 in the amount of $5M. As of September 30, 2018, ending balance in CAMP Investment Market Value totaled $32,386,721. PFM is working within the investment policy guidelines to sell and acquire securities.

10. RISK CONTROL MATTERS

A. Update on Risk Management Committee Meeting

The Risk Management Committee (RMC) met on October 10, 2018, and was provided the following updates:

- PLAN JPA Member City/Town Services Log was developed during the orientation meetings;
- An update on the Risk Console Software refinement that will store member's grant information and Risk Assessments;
- A Risk Control Services Report dated January 1, 2018, through September 24, 2018;
- A Risk Control Services Survey that was distributed to members to evaluate Bickmore's development and delivery of the Risk Control Plan, with results to be presented at the December 5th Board of Directors meeting;
- Proposals from Du-All Safety, DKF Solutions Group, and Total Aquatics Management for contract fixed service pricing; and
- Updated PLAN JPA Risk Assessment Questions.

It was noted the proposals from Du-All Safety, DKF Solutions Group, and Total Aquatics Management are for optional use and not required for each member to participate in. Members were still allowed to use their preference of vendors if different than listed for group pricing.

Gail Zeigler, Risk Control Consultant, was present to review the risk assessment questions with the Executive Committee. A discussion ensued around the intent of the survey questions, with many Committee members questioning specific wording and how the results are listed in the assessment. Ms. Zeigler assured she would make the suggested revisions to the assessment questions and bring to the next RMC meeting for consideration.

George Rodericks moved to approve the vendor proposals and for staff to contract fixed services pricing. Ann Ritzma seconded the motion. The motion passed unanimously.

Robert Schultz moved to delegate consideration of the revised risk management assessment questions to the Risk Management Committee. Kathleen Kane seconded the motion. The motion passed unanimously.

B. Model Request for Proposal (RFP) for 2019/20 Risk Control Services

At their June 6, 2018 meeting, the Executive Committee approved a one-year contract with Bickmore for Risk Control Services. To conduct its due diligence, the Executive Committee agreed they wished to issue a Request for Proposal (RFP) for risk control services for the upcoming 2019/20 Program Year. As such, the RMC met and discussed the Risk Control RFP options.

Ultimately, the RMC agreed that with oversight from the RMC, Bickmore staff consisting of Mr. Jon Paulsen, Ms. Yahaira Martinez, and Ms. Katie Sullivan, conduct administration of the RFP process with an understanding that staff will issue the RFP to prospective firms, be available to answer any questions that may arise from prospective firms, receive and review responses to ensure minimum qualifications are being met, and compile responses for review. Should any interview be necessary, Bickmore staff would not be involved in any part of the interview processes and will recuse themselves from providing any evaluation or recommendation in regards to the selection of a risk control firm.

Staff provided the Executive Committee with the sample RFP timeline and the sample RFP that the RMC reviewed and recommended approval by the Executive Committee. A reference summary of the discussion from the October 10th RMC meeting was also supplied to the Executive Committee.

After a brief discussion, the Executive Committee agreed the RMC would make the final review of the RFP submissions and recommend to the Board of Directors for final approval with a services start date of October 1, 2019. Additional minor grammatical updates were suggested to the RFP by the Executive Committee.

Heather McLaughlin moved to recommend the approval of the RFP Timeline, as amended, and the RFP Document, as amended. Ann Ritzma seconded the motion. The Motion passed unanimously.

11. CLOSING COMMENTS

A. Executive Committee

None.

B. Staff

None.

12. ADJOURNMENT

The Regular Meeting of the PLAN JPA Executive Committee was adjourned at 12:06 p.m.

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Katie Sullivan, Assistant Board Secretary

PLAN JPA
Warrant List
11/15/18 - 03/31/19

Document Number	Vendor ID	Vendor Name	Document Date	Checkbook ID	Document Amount	Voided	TRX Source	Transaction Description
3033	DKF100	DKF Solutions Group LLC	11/30/2018	CB&T	$33,582.34	No	PMCHK00000030	2018-19 Sewer Summit 2 of 2, 2018-2019 Final Sewer Summit
3034	MAZ001	Maze & Associates	12/21/2018	CB&T	$8,000.00	No	PMCHK00000032	Prefess Service for Audit 2018
3035	BEN001	City of Benicia	3/4/2019	CB&T	$9,305.41	No	PMCHK00000035	Refund DBL Payment Ck102643
3036	BUR100	City of Burlingame	3/4/2019	CB&T	$226.98	No	PMCHK00000035	PARMA Conference-Rachel Norwit
3037	FOS100	City of Foster City	3/4/2019	CB&T	$7,019.67	No	PMCHK00000035	Crane Lift For Sewer Camera
3038	RAC100	Rachel Norwitt	3/4/2019	CB&T	$388.22	No	PMCHK00000035	PARMA Conference-Rachel Norwit
3039	SAR100	City of Saratoga	3/4/2019	CB&T	$647.18	No	PMCHK00000035	PARMA M. Taylor Reimburse
3040	MIC100	Michael J. Driver	3/26/2019	CB&T	$1,250.00	No	PMCHK00000037	Presentation Emergcy Over SPS
3041	PAC100	City of Pacifica	3/26/2019	CB&T	$18,076.99	No	PMCHK00000037	Parma Conference, Contractual Service- Safety Consultant, Saftey related supplies
EFT000029	AAR100	Aaronson, Dickerson, Cohn & Lanzone	11/30/2018	CB&T	$1,259.50	No	PMCHK00000031	Nov 18 Legal Fees, Oct 18 Legal Fees
EFT000030	AON100	Aon Risk Insurance Service West Inc	11/30/2018	CB&T	$8,000.00	No	PMCHK00000031	Liab Claims Audit
EFT000031	GIB001	Gibbons & Conley	11/30/2018	CB&T	$105.00	No	PMCHK00000031	Oct legal Fees
EFT000032	YORK100	York Risk Services Group	11/30/2018	CB&T	$166,303.50	No	PMCHK00000031	Liab Claims Admin 08/01-10/31/18
EFT000034	BIC100	Bickmore	12/21/2018	CB&T	$204,403.50	No	PMCHK00000033	Prog Admin Jan-Mar 2019
EFT000035	HGI100	Hilton Garden Inn	12/21/2018	CB&T	$3,148.68	No	PMCHK00000033	B.O.D Meeting 12.15.18
EFT000037	AAR100	Aaronson, Dickerson, Cohn & Lanzone	1/23/2019	CB&T	$1,925.00	No	PMCHK00000034	Dec 18 Legal Fees
EFT000038	DUB100	City of Dublin	1/23/2019	CB&T	$1,768.51	No	PMCHK00000034	PARMA 19 Conf Reimb
EFT000039	MAZ001	Maze & Associates	1/23/2019	CB&T	$6,975.00	No	PMCHK00000034	Profess Service for Audit 2018
EFT000040	VEN001	Ventiv Technology Inc.	1/23/2019	CB&T	$18,644.00	No	PMCHK00000034	Risk Console 1/14/19-1/13/20
EFT000042	AAR100	Aaronson, Dickerson, Cohn & Lanzone	3/4/2019	CB&T	$417.00	No	PMCHK00000036	Feb 19 Legal Fees, Jan 19 Legal Fees
EFT000043	BIC100	Bickmore	3/4/2019	CB&T	$148,299.58	No	PMCHK00000036	'Risk Control Service 7/18-1/19, Credit Memo as per 2018/19 Risk control Contract
EFT000044	CUP001	City of Cupertino	3/4/2019	CB&T	$1,558.14	No	PMCHK00000036	PARMA A. Alejandre
EFT000045	SSF100	City of South San Francisco	3/4/2019	CB&T	$53,166.00	No	PMCHK00000036	Fire Equipment
EFT000046	YORK100	York Risk Services Group	3/4/2019	CB&T	$166,303.50	No	PMCHK00000036	Liab Claims Admin11/01-1/31/19
EFT000048	AMC100	City of American Canyon	3/26/2019	CB&T	$2,643.52	No	PMCHK00000038	PARMA Annual Conf C. Santos, CALPERLA Annual Conf C. Santos
EFT000049	BIC100	Bickmore	3/26/2019	CB&T	$254,917.67	No	PMCHK00000038	'Program Admin April-June 2019, Risk Control Services2/19-3/19
EFT000050	GIB001	Gibbons & Conley	3/26/2019	CB&T	$252.00	No	PMCHK00000038	Feb Legal Service

Pooled Liability Assurance Network JPA
Treasurer's Report
As of December 31, 2018

	Book Value	Market Value	% of Total	Effective Yield
California Bank & Trust - General Operating	908,413	908,413	1.94%	0.00%
State of California - Local Agency Investment Fund	39,102	39,065	0.08%	2.40%
CA Asset Mgmt. Program - Liquidity Account	12,704,175	12,704,175	27.18%	2.46%
CA Asset Mgmt. Program - Money Market	147,004	147,004	0.31%	2.46%
CA Asset Mgmt. Program - Investment Account	32,838,057	32,689,090	69.94%	2.33%
Umpqua Bank - York Trust Account	249,764	249,764	0.53%	0.00%
Total Cash and Investments	**$ 46,886,515**	**$ 46,737,511**	**100.00%**	**2.37%**

Attached are the Local Agency Investment Fund (LAIF) and PFM Asset Management statements detailing all investment holdings and transactions for the quarter ended. Market prices are derived from closing bid prices as of the last business day of the month from either Interactive Data Corporation, Bloomberg, TRACE, and other widely-used third-party pricing vendors.

We certify that this report reflects all cash and investments and is in conformance with the Pool's Investment Policy. The investment program herein shown provides sufficient cash flow liquidity to meet the Pool's expenditures for the next six months.

RSharma

Ritesh Sharma
Finance Manager

Ann Ritzma
Treasurer

CALIFORNIA BANK & TRUST

P.O. Box 489, Lawndale, CA 90260-0489

Statement of Accounts

This Statement: December 31, 2018
Last Statement: November 30, 2018

Account 5795358638

DIRECT INQUIRIES TO:
Customer Service 1 (800) 400-6080

0050707 4001-06-0000-CBT-PG0023-00004

POOLED LIABILITY ASSURANCE NETWORK
JOINT POWERS AUTHORITY
BICKMORE, ADMINISTRATOR
1750 CREEKSIDE OAKS DR STE 200
SACRAMENTO CA 95833-3648

Sacramento Main
520 Capitol Mall Suite 100
Sacramento, CA 95814-4714
(916) 341-4800

SUMMARY OF ACCOUNT BALANCE

Account Type	Account Number	Checking/Savings Ending Balance	Outstanding Balances Owed
PF Business Analyzed Account	5795358638	$908,412.85	

PF BUSINESS ANALYZED ACCOUNT 5795358638

139 4

Previous Balance	Deposits/Credits	Charges/Debits	Checks Processed	Ending Balance
5,073,908.78	249,794.93	4,381,708.52	33,582.34	908,412.85

6 DEPOSITS/CREDITS

Date	Amount	Description
12/07	34.00	CITY OF CUPERTIN AP1206 7 REF # 018341003701332 1108431552
12/17	13,034.73	CITY OF MORGAN H AP PAY ****** REF # 018351008618128 1108521645
12/17	15,340.02	REMOTE DEPOSIT 5353060020
12/24	42,040.01	CITY OF SAN CARL PAYABL **** REF # 018358003119192 1107518827
12/26	52,447.12	REMOTE DEPOSIT 5353031515
12/28	126,899.05	REMOTE DEPOSIT 5353033072

8 CHARGES/DEBITS

Date	Amount	Description
12/03	235,988.34	ACH OFFSET Pooled Liab FUNDING 181203 REF # 018337009872864 1109890199
12/05	175,668.00	ACH OFFSET Pooled Liab PAYABLES 181205 REF # 018339002054490 1107347655
12/07	750,000.00	ACH OFFSET Pooled Liab Prefund 181207 REF # 018341003938532 1108446706
12/10	2,500,000.00	CAMP ACH PURCHASE 2757949 REF # 018344004433165 1109229823
12/11	125,000.00	ACH OFFSET Pooled Liab Prefund 181211 REF # 018345005902551 1108941104
12/11	187,500.00	ACH OFFSET Pooled Liab Preefund 181211 REF # 018345005902403 1108940956
12/20	200,000.00	ACH OFFSET Pooled Liab Prefundi 181220 REF # 018354001964992 1107937465
12/28	207,552.18	ACH OFFSET Pooled Liab PAYABLES 181228 REF # 018362006681398 1107943980

1 CHECK PROCESSED

Number	Date	Amount
3033	12/13	33,582.34

CALIFORNIA STATE TREASURER
FIONA MA, CPA

PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
12/17/18	2.30	2.20	203
12/18/18	2.30	2.20	201
12/19/18	2.30	2.20	199
12/20/18	2.31	2.20	197
12/21/18	2.31	2.20	198
12/22/18	2.31	2.20	198
12/23/18	2.31	2.20	198
12/24/18	2.31	2.20	195
12/25/18	2.31	2.21	195
12/26/18	2.31	2.21	192
12/27/18	2.32	2.21	193
12/28/18	2.32	2.21	192
12/29/18	2.32	2.21	192
12/30/18	2.32	2.21	192
12/31/18	2.32	2.21	192
01/01/19	2.32	2.32	192
01/02/19	2.32	2.32	196
01/03/19	2.33	2.33	195
01/04/19	2.34	2.33	194
01/05/19	2.34	2.33	194
01/06/19	2.34	2.33	194
01/07/19	2.34	2.33	192
01/08/19	2.34	2.33	190
01/09/19	2.34	2.33	191
01/10/19	2.34	2.34	189
01/11/19	2.34	2.34	188
01/12/19	2.34	2.34	188
01/13/19	2.34	2.34	188
01/14/19	2.35	2.34	185
01/15/19	2.36	2.34	187
01/16/19	2.36	2.34	188

*Daily yield does not reflect capital gains or losses

View Prior Month Daily Rates

LAIF Performance Report

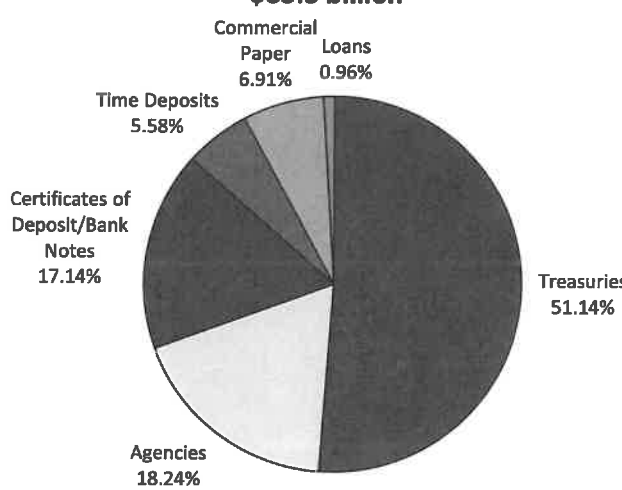
Quarter Ending 12/31/18

Apportionment Rate:	2.40
Earnings Ratio:	0.00006573663340150
Fair Value Factor:	0.999051127
Daily:	2.32%
Quarter to Date:	2.21%
Average Life:	192

PMIA Average Monthly Effective Yields

Dec 2018	2.291
Nov 2018	2.208
Oct 2018	2.144

Pooled Money Investment Account Portfolio Composition 12/31/18 $83.3 billion



Percentages may not total 100%, due to rounding.

Based on data available as of 1/16/2019

Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

www.treasurer.ca.gov/pmia-laif/laif.asp
January 18, 2019

POOLED LIABILITY ASSURANCE NETWORK
JOINT POWERS AUTHORITY
FINANCE MANAGER
1750 CREEKSIDE OAKS DRIVE, SUITE 200
SACRAMENTO, CA 95833

PMIA Average Monthly Yields

Account Number:
40-01-003

Tran Type Definitions

December 2018 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	39,102.27
Total Withdrawal:	0.00	Ending Balance:	39,102.27

Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

www.treasurer.ca.gov/pmia-laif/laif.asp
December 06, 2018

POOLED LIABILITY ASSURANCE NETWORK
JOINT POWERS AUTHORITY
FINANCE MANAGER
1750 CREEKSIDE OAKS DRIVE, SUITE 200
SACRAMENTO, CA 95833

PMIA Average Monthly Yields

Account Number:
40-01-003

Tran Type Definitions

November 2018 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	39,102.27
Total Withdrawal:	0.00	Ending Balance:	39,102.27

Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

www.treasurer.ca.gov/pmia-laif/laif.asp
November 05, 2018

POOLED LIABILITY ASSURANCE NETWORK
JOINT POWERS AUTHORITY
FINANCE MANAGER
1750 CREEKSIDE OAKS DRIVE, SUITE 200
SACRAMENTO, CA 95833

PMIA Average Monthly Yields

Account Number:
40-01-003

Tran Type Definitions

October 2018 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
10/15/2018	10/12/2018	QRD	1587291	SYSTEM	17,236.07

Account Summary

Total Deposit:	17,236.07	Beginning Balance:	21,866.20
Total Withdrawal:	0.00	Ending Balance:	39,102.27

CAMP

Account Statement - Transaction Summary

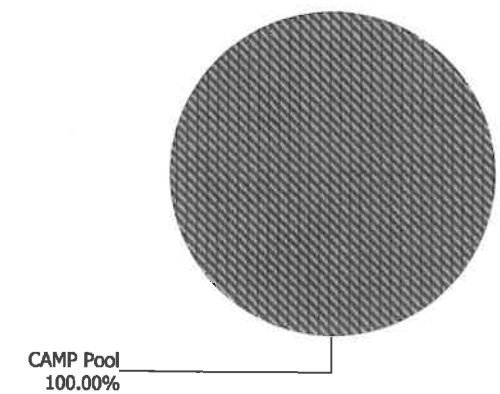
For the Month Ending **December 31, 2018**

Pooled Liability Assurance Network JPA - PLAN - Liquidity Account - 4011-001

CAMP Pool	
Opening Market Value	10,179,118.32
Purchases	2,525,056.80
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	**$12,704,175.12**
Cash Dividends and Income	25,056.80

Asset Summary		
	December 31, 2018	**November 30, 2018**
CAMP Pool	12,704,175.12	10,179,118.32
Total	**$12,704,175.12**	**$10,179,118.32**

Asset Allocation



CAMP

Account Statement

For the Month Ending **December 31, 2018**

Pooled Liability Assurance Network JPA - PLAN - Liquidity Account - 4011-001

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
CAMP Pool					
Opening Balance					**10,179,118.32**
12/10/18	12/10/18	Purchase - ACH Purchase	1.00	2,500,000.00	12,679,118.32
12/31/18	01/02/19	Accrual Income Div Reinvestment - Distributions	1.00	25,056.80	12,704,175.12
Closing Balance					**12,704,175.12**

	Month of December	Fiscal YTD July-December
Opening Balance	10,179,118.32	0.00
Purchases	2,525,056.80	18,704,175.12
Redemptions (Excl. Checks)	0.00	(6,000,000.00)
Check Disbursements	0.00	0.00
Closing Balance	**12,704,175.12**	**12,704,175.12**
Cash Dividends and Income	25,056.80	104,175.12

Closing Balance	12,704,175.12
Average Monthly Balance	11,954,120.15
Monthly Distribution Yield	2.46%

CAMP

Account Statement

Pooled Liability Assurance Network JPA - PLAN - Liquidity Account - 4011-001

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
CAMP Pool					
Opening Balance					**10,159,425.30**
11/30/18	12/03/18	Accrual Income Div Reinvestment - Distributions	1.00	19,693.02	10,179,118.32
Closing Balance					**10,179,118.32**

	Month of November	Fiscal YTD July-November
Opening Balance	10,159,425.30	0.00
Purchases	19,693.02	16,179,118.32
Redemptions (Excl. Checks)	0.00	(6,000,000.00)
Check Disbursements	0.00	0.00
Closing Balance	**10,179,118.32**	**10,179,118.32**
Cash Dividends and Income	19,693.02	79,118.32

Closing Balance	10,179,118.32
Average Monthly Balance	10,160,081.73
Monthly Distribution Yield	2.36%

CAMP

Account Statement

For the Month Ending **October 31, 2018**

Pooled Liability Assurance Network JPA - PLAN - Liquidity Account - 4011-001

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
CAMP Pool					
Opening Balance					**10,139,849.05**
10/31/18	11/01/18	Accrual Income Div Reinvestment - Distributions	1.00	19,576.25	10,159,425.30
Closing Balance					**10,159,425.30**

	Month of October	Fiscal YTD July-October
Opening Balance	10,139,849.05	0.00
Purchases	19,576.25	16,159,425.30
Redemptions (Excl. Checks)	0.00	(6,000,000.00)
Check Disbursements	0.00	0.00
Closing Balance	**10,159,425.30**	**10,159,425.30**
Cash Dividends and Income	19,576.25	59,425.30

Closing Balance	10,159,425.30
Average Monthly Balance	10,140,480.54
Monthly Distribution Yield	2.27%

CAMP

Account Statement - Transaction Summary

For the Month Ending **December 31, 2018**

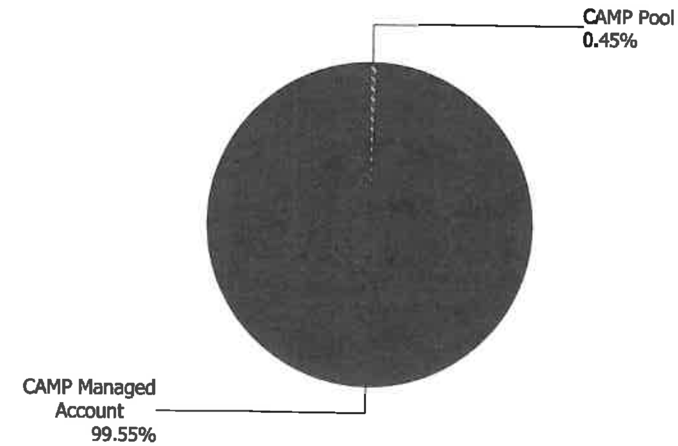
Pooled Liability Assurance Network JPA - PLAN - Investment Account - 4011-002

CAMP Pool	
Opening Market Value	127,176.33
Purchases	2,571,442.32
Redemptions	(2,551,615.09)
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	**$147,003.56**
Cash Dividends and Income	786.86

CAMP Managed Account	
Opening Market Value	32,379,121.98
Purchases	2,343,149.59
Redemptions	(2,307,161.60)
Unsettled Trades	0.00
Change in Value	273,980.21
Closing Market Value	**$32,689,090.18**
Cash Dividends and Income	9,417.91

Asset Summary	December 31, 2018	November 30, 2018
CAMP Pool	147,003.56	127,176.33
CAMP Managed Account	32,689,090.18	32,379,121.98
Total	**$32,836,093.74**	**$32,506,298.31**

Asset Allocation



CAMP

Managed Account Detail of Securities Held

For the Month Ending **December 31, 2018**

Pooled Liability Assurance Network JPA - PLAN - Investment Account - 4011-002 - (12517100)

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 11/30/2017 1.750% 11/30/2019	9128283H1	1,700,000.00	AA+	Aaa	08/21/18	08/23/18	1,683,464.84	2.53	2,615.38	1,688,098.64	1,686,651.60
US TREASURY NOTES DTD 04/30/2015 1.375% 04/30/2020	912828K58	270,000.00	AA+	Aaa	10/04/18	10/09/18	264,019.92	2.84	635.84	264,893.45	265,844.43
US TREASURY NOTES DTD 12/01/2014 1.875% 11/30/2021	912828G53	1,000,000.00	AA+	Aaa	08/21/18	08/23/18	974,492.19	2.69	1,648.35	977,197.42	983,594.00
US TREASURY NOTES DTD 05/31/2017 1.750% 05/31/2022	912828XR6	1,000,000.00	AA+	Aaa	08/21/18	08/23/18	965,859.38	2.71	1,538.46	968,975.25	976,250.00
US TREASURY NOTES DTD 05/31/2017 1.750% 05/31/2022	912828XR6	1,400,000.00	AA+	Aaa	08/30/18	09/04/18	1,350,507.81	2.75	2,153.85	1,354,646.69	1,366,750.00
US TREASURY NOTES DTD 06/30/2017 1.750% 06/30/2022	912828XW5	500,000.00	AA+	Aaa	09/07/18	09/10/18	481,269.53	2.79	24.17	482,716.05	487,890.50
US TREASURY NOTES DTD 11/15/2012 1.625% 11/15/2022	912828TY6	1,400,000.00	AA+	Aaa	08/30/18	09/04/18	1,337,710.94	2.75	2,953.73	1,342,317.94	1,355,320.40
US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	500,000.00	AA+	Aaa	09/07/18	09/10/18	486,152.34	2.81	29.35	487,094.46	492,949.00
US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	1,000,000.00	AA+	Aaa	08/21/18	08/23/18	975,585.94	2.72	58.70	977,490.27	985,898.00
US TREASURY NOTES DTD 02/01/2016 1.750% 01/31/2023	912828P38	125,000.00	AA+	Aaa	10/01/18	10/03/18	118,945.31	2.95	915.42	119,269.18	121,381.88
US TREASURY NOTES DTD 02/01/2016 1.750% 01/31/2023	912828P38	500,000.00	AA+	Aaa	11/01/18	11/06/18	476,152.34	2.96	3,661.68	476,965.07	485,527.50
US TREASURY N/B DTD 03/31/2016 1.500% 03/31/2023	912828Q29	1,000,000.00	AA+	Aaa	12/04/18	12/06/18	945,546.88	2.85	3,832.42	946,400.56	959,922.00
Security Type Sub-Total		**10,395,000.00**					**10,059,707.42**	**2.73**	**20,067.35**	**10,086,064.98**	**10,167,979.31**
Federal Agency Collateralized Mortgage Obligation											
FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	180,000.00	AA+	Aaa	12/07/18	12/17/18	179,999.46	3.11	480.45	180,000.00	181,068.77

Managed Account Detail of Securities Held

For the Month Ending **December 31, 2018**

Pooled Liability Assurance Network JPA - PLAN - Investment Account - 4011-002 - (12517100)

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Federal Agency Collateralized Mortgage Obligation											
Security Type Sub-Total		**180,000.00**					**179,999.46**	**3.11**	**480.45**	**180,000.00**	**181,068.77**
Federal Agency Bond / Note											
FNMA NOTES (EX-CALLABLE) DTD 03/06/2013 1.750% 03/06/2020	3135G0UU5	3,000,000.00	AA+	Aaa	06/03/13	06/03/13	2,992,200.00	1.79	16,770.83	2,998,574.85	2,971,197.00
FNMA NOTES (CALLABLE) DTD 05/25/2016 1.550% 08/25/2020	3136G3QF5	2,000,000.00	AA+	Aaa	05/25/16	05/25/16	2,000,000.00	1.55	10,850.00	2,000,000.00	1,967,888.00
FANNIE MAE NOTES DTD 11/01/2018 2.875% 10/30/2020	3135G0U84	330,000.00	AA+	Aaa	12/04/18	12/06/18	329,818.50	2.90	1,581.25	329,825.70	331,810.38
FANNIE MAE NOTES DTD 04/13/2018 2.500% 04/13/2021	3135G0U27	525,000.00	AA+	Aaa	12/04/18	12/06/18	520,112.25	2.91	2,843.75	520,254.04	524,571.60
FHLMC NOTES (CALLABLE, STEP RATE) DTD 06/30/2016 1.500% 06/30/2021	3134G9XG7	2,000,000.00	AA+	Aaa	06/30/16	06/30/16	2,000,000.00	1.67	83.33	2,000,000.00	1,984,658.00
FNMA NOTES (CALLABLE, STEP RATE) DTD 07/19/2016 1.500% 07/19/2021	3136G3ZZ1	3,000,000.00	AA+	Aaa	07/19/16	07/19/16	3,000,000.00	1.44	20,250.00	3,000,000.00	2,952,369.00
FNMA NOTES (CALLABLE) DTD 08/25/2016 1.500% 08/25/2021	3136G3Y25	4,775,000.00	AA+	Aaa	08/25/16	08/25/16	4,775,000.00	1.50	25,068.75	4,775,000.00	4,630,971.68
Security Type Sub-Total		**15,630,000.00**					**15,617,130.75**	**1.65**	**77,447.91**	**15,623,654.59**	**15,363,465.66**
Corporate Note											
BRANCH BANKING & TRUST CORP NOTES DTD 06/05/2018 3.200% 09/03/2021	05531FBD4	320,000.00	A-	A2	08/21/18	08/23/18	320,566.40	3.13	5,859.56	320,523.99	319,685.76
CATERPILLAR FINANCIAL SERVICES CORP CORP DTD 09/07/2018 3.150% 09/07/2021	14913Q2N8	200,000.00	A	A3	09/04/18	09/07/18	199,846.00	3.18	1,995.00	199,861.62	200,527.00
JOHN DEERE CAPITAL CORP CORP NOTES DTD 09/10/2018 3.125% 09/10/2021	24422EUK3	375,000.00	A	A2	09/05/18	09/10/18	374,883.75	3.14	3,613.28	374,895.24	375,696.00
AMERICAN HONDA FINANCE CORP NOTES DTD 10/10/2018 3.375% 12/10/2021	02665WCP4	375,000.00	A+	A2	10/03/18	10/10/18	374,820.00	3.39	738.28	374,821.24	376,842.38

Managed Account Detail of Securities Held

Pooled Liability Assurance Network JPA - PLAN - Investment Account - 4011-002 - (12517100)

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
GOLDMAN SACHS GROUP INC CORP NOTE DTD 01/24/2012 5.750% 01/24/2022	38141GGS7	300,000.00	BBB+	A3	08/21/18	08/23/18	321,645.00	3.49	7,522.92	319,517.01	314,110.20
JPMORGAN CHASE & CO CORP NOTES DTD 01/23/2012 4.500% 01/24/2022	46625HJD3	310,000.00	A-	A2	08/21/18	08/23/18	321,755.20	3.32	6,083.75	320,598.14	319,419.66
HOME DEPOT INC DTD 12/06/2018 3.250% 03/01/2022	437076BV3	200,000.00	A	A2	11/27/18	12/06/18	199,452.00	3.34	451.39	199,461.36	202,076.00
AMERICAN EXPRESS CREDIT (CALLABLE) NOTES DTD 03/03/2017 2.700% 03/03/2022	0258M0EG0	325,000.00	A-	A2	08/21/18	08/23/18	318,383.00	3.32	2,876.25	319,019.03	318,564.03
UNILEVER CAPITAL CORP DTD 09/07/2018 3.000% 03/07/2022	904764BF3	210,000.00	A+	A1	09/04/18	09/07/18	208,983.60	3.15	1,995.00	209,071.31	208,453.56
MORGAN STANLEY CORP NOTES DTD 05/19/2017 2.750% 05/19/2022	61744YAH1	325,000.00	BBB+	A3	08/21/18	08/23/18	317,564.00	3.41	1,042.71	318,241.43	316,186.33
CITIGROUP INC CORP NOTES DTD 10/27/2017 2.700% 10/27/2022	172967LQ2	325,000.00	BBB+	Baa1	08/21/18	08/23/18	314,314.00	3.55	1,560.00	315,174.07	313,284.40
INTEL CORP CORP NOTES DTD 12/11/2012 2.700% 12/15/2022	458140AM2	375,000.00	A+	A1	12/26/18	12/28/18	367,672.50	3.23	450.00	367,687.10	369,361.88
BANK OF AMERICA CORP BANK NOTE DTD 01/20/2017 3.124% 01/20/2023	06051GGE3	550,000.00	A-	A3	08/21/18	08/23/18	544,043.50	3.39	7,684.17	544,500.86	540,743.50
BANK OF NY MELLON CORP DTD 04/30/2018 3.500% 04/28/2023	06406RAG2	550,000.00	A	A1	08/21/18	08/23/18	553,553.00	3.35	3,368.75	553,317.94	551,650.55
STATE STREET BANK & TR CORP NOTES DTD 05/15/2017 2.653% 05/15/2023	857477AZ6	325,000.00	A	A1	08/30/18	09/04/18	316,855.50	3.23	1,101.73	317,389.35	316,558.78
Security Type Sub-Total		**5,065,000.00**					**5,054,337.45**	**3.32**	**46,342.79**	**5,054,079.69**	**5,043,160.03**
Commercial Paper											
MUFG BANK LTD/NY COMM PAPER DTD 11/05/2018 0.000% 05/07/2019	62479MS79	340,000.00	A-1	P-1	11/08/18	11/09/18	335,198.82	2.88	0.00	336,620.40	336,587.42

Managed Account Detail of Securities Held

For the Month Ending **December 31, 2018**

Pooled Liability Assurance Network JPA - PLAN - Investment Account - 4011-002 - (12517100)

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Security Type Sub-Total		**340,000.00**					**335,198.82**	**2.88**	**0.00**	**336,620.40**	**336,587.42**
Certificate of Deposit - FDIC Insured											
HSBC CD (EX-CALLABLE) DTD 11/17/2015 3.100% 11/17/2020	40434AC72	250,000.00	NR	NR	11/17/15	11/17/15	250,000.00	1.60	955.48	250,000.00	249,949.75
Security Type Sub-Total		**250,000.00**					**250,000.00**	**1.60**	**955.48**	**250,000.00**	**249,949.75**
Asset-Backed Security / Collateralized Mortgage Obligation											
GMALT 2018-3 A3 DTD 09/26/2018 3.180% 06/20/2021	36256GAD1	120,000.00	AAA	Aaa	09/18/18	09/26/18	119,990.52	3.19	116.60	119,991.41	120,171.50
FORDL 2018-B A3 DTD 09/21/2018 3.190% 12/15/2021	34531LAD2	160,000.00	NR	Aaa	09/18/18	09/21/18	159,986.48	3.41	226.84	159,987.62	160,661.55
BMWLT 2018-1 A4 DTD 10/17/2018 3.360% 03/20/2022	05586CAD6	165,000.00	AAA	Aaa	10/10/18	10/17/18	164,998.53	3.36	169.40	164,998.67	166,032.41
CCCIT 2018-A1 A1 DTD 01/31/2018 2.490% 01/20/2023	17305EGK5	750,000.00	NR	Aaa	08/21/18	08/23/18	741,708.98	2.97	8,351.88	742,183.40	743,952.08
CARMAX AUTO OWNER TRUST DTD 10/24/2018 3.360% 09/15/2023	14315EAC4	155,000.00	AAA	NR	10/17/18	10/24/18	154,998.57	3.36	231.47	154,998.74	156,061.70
Security Type Sub-Total		**1,350,000.00**					**1,341,683.08**	**3.13**	**9,096.19**	**1,342,159.84**	**1,346,879.24**
Managed Account Sub-Total		**33,210,000.00**					**32,838,056.98**	**2.33**	**154,390.17**	**32,872,579.50**	**32,689,090.18**
Money Market Mutual Fund											
CAMP Pool		147,003.56	AAAm	NR			147,003.56		0.00	147,003.56	147,003.56
Money Market Sub-Total		**147,003.56**					**147,003.56**		**0.00**	**147,003.56**	**147,003.56**
Securities Sub-Total		**$33,357,003.56**					**$32,985,060.54**	**2.33%**	**$154,390.17**	**$33,019,583.06**	**$32,836,093.74**
Accrued Interest											**$154,390.17**
Total Investments											**$32,990,483.91**

Transaction Type Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
BUY										
11/27/18	12/06/18	HOME DEPOT INC DTD 12/06/2018 3.250% 03/01/2022	437076BV3	200,000.00	(199,452.00)	0.00	(199,452.00)			
12/04/18	12/06/18	FANNIE MAE NOTES DTD 04/13/2018 2.500% 04/13/2021	3135G0U27	525,000.00	(520,112.25)	(1,932.29)	(522,044.54)			
12/04/18	12/06/18	US TREASURY N/B DTD 03/31/2016 1.500% 03/31/2023	912828Q29	1,000,000.00	(945,546.88)	(2,760.99)	(948,307.87)			
12/04/18	12/06/18	FANNIE MAE NOTES DTD 11/01/2018 2.875% 10/30/2020	3135G0U84	330,000.00	(329,818.50)	(922.40)	(330,740.90)			
12/07/18	12/17/18	FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	180,000.00	(179,999.46)	(256.24)	(180,255.70)			
12/26/18	12/28/18	INTEL CORP CORP NOTES DTD 12/11/2012 2.700% 12/15/2022	458140AM2	375,000.00	(367,672.50)	(365.63)	(368,038.13)			
Transaction Type Sub-Total				**2,610,000.00**	**(2,542,601.59)**	**(6,237.55)**	**(2,548,839.14)**			
INTEREST										
12/10/18	12/10/18	AMERICAN HONDA FINANCE CORP NOTES DTD 10/10/2018 3.375% 12/10/2021	02665WCP4	375,000.00	0.00	2,109.38	2,109.38			
12/10/18	12/10/18	ALLY BANK CD DTD 12/10/2015 1.600% 12/10/2018	02006LWJ8	250,000.00	0.00	2,005.48	2,005.48			
12/10/18	12/10/18	SALLIE MAE BANK/SALT LKE LT CD DTD 12/09/2015 1.600% 12/10/2018	795450XC4	250,000.00	0.00	2,016.44	2,016.44			
12/15/18	12/15/18	CARMAX AUTO OWNER TRUST DTD 10/24/2018 3.360% 09/15/2023	14315EAC4	155,000.00	0.00	434.00	434.00			
12/15/18	12/15/18	FORDL 2018-B A3 DTD 09/21/2018 3.190% 12/15/2021	34531LAD2	160,000.00	0.00	425.33	425.33			
12/20/18	12/20/18	GMALT 2018-3 A3 DTD 09/26/2018 3.180% 06/20/2021	36256GAD1	120,000.00	0.00	318.00	318.00			
12/20/18	12/20/18	BMWLT 2018-1 A4 DTD 10/17/2018 3.360% 03/20/2022	05586CAD6	165,000.00	0.00	462.00	462.00			
12/30/18	12/30/18	FHLMC NOTES (CALLABLE, STEP RATE) DTD 06/30/2016 1.500% 06/30/2021	3134G9XG7	2,000,000.00	0.00	15,000.00	15,000.00			
12/31/18	12/31/18	US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	500,000.00	0.00	5,312.50	5,312.50			

CAMP

Managed Account Security Transactions & Interest

For the Month Ending **December 31, 2018**

Pooled Liability Assurance Network JPA - PLAN - Investment Account - 4011-002 - (12517100)

Transaction Type Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
INTEREST										
12/31/18	12/31/18	US TREASURY NOTES DTD 06/30/2017 1.750% 06/30/2022	912828XW5	500,000.00	0.00	4,375.00	4,375.00			
12/31/18	12/31/18	US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	1,000,000.00	0.00	10,625.00	10,625.00			
Transaction Type Sub-Total				**5,475,000.00**	**0.00**	**43,083.13**	**43,083.13**			
MATURITY										
12/10/18	12/10/18	ALLY BANK CD DTD 12/10/2015 1.600% 12/10/2018	02006LWJ8	250,000.00	250,000.00	0.00	250,000.00	0.00	0.00	
12/10/18	12/10/18	SALLIE MAE BANK/SALT LKE LT CD DTD 12/09/2015 1.600% 12/10/2018	795450XC4	250,000.00	250,000.00	0.00	250,000.00	0.00	0.00	
Transaction Type Sub-Total				**500,000.00**	**500,000.00**	**0.00**	**500,000.00**	**0.00**	**0.00**	
SELL										
11/28/18	12/06/18	FNMA NOTES (CALLABLE) DTD 08/25/2016 1.500% 08/25/2021	3136G3Y25	225,000.00	215,325.00	946.88	216,271.88	(9,675.00)	(9,675.00)	FIFO
12/04/18	12/06/18	FNMA NOTES (EX-CALLABLE) DTD 09/27/2016 1.180% 09/27/2019	3135G0O30	1,830,000.00	1,807,161.60	4,138.85	1,811,300.45	(22,838.40)	(22,838.40)	FIFO
Transaction Type Sub-Total				**2,055,000.00**	**2,022,486.60**	**5,085.73**	**2,027,572.33**	**(32,513.40)**	**(32,513.40)**	
Managed Account Sub-Total					**(20,114.99)**	**41,931.31**	**21,816.32**	**(32,513.40)**	**(32,513.40)**	
Total Security Transactions					**($20,114.99)**	**$41,931.31**	**$21,816.32**	**($32,513.40)**	**($32,513.40)**	

Pooled Liability Assurance Network JPA - PLAN - Investment Account - 4011-002 - (12517100)

Transaction Type Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
BUY										
11/01/18	11/06/18	US TREASURY NOTES DTD 02/01/2016 1.750% 01/31/2023	912828P38	500,000.00	(476,152.34)	(2,330.16)	(478,482.50)			
11/08/18	11/09/18	MUFG BANK LTD/NY COMM PAPER DTD 11/05/2018 0.000% 05/07/2019	62479MS79	340,000.00	(335,198.82)	0.00	(335,198.82)			
11/27/18	**12/06/18**	**HOME DEPOT INC DTD 12/06/2018 3.250% 03/01/2022**	**437076BV3**	**200,000.00**	**(199,452.00)**	**0.00**	**(199,452.00)**			
Transaction Type Sub-Total				**1,040,000.00**	**(1,010,803.16)**	**(2,330.16)**	**(1,013,133.32)**			
INTEREST										
11/15/18	11/15/18	US TREASURY NOTES DTD 11/15/2012 1.625% 11/15/2022	912828TY6	1,400,000.00	0.00	11,375.00	11,375.00			
11/15/18	11/15/18	STATE STREET BANK & TR CORP NOTES DTD 05/15/2017 2.653% 05/15/2023	857477AZ6	325,000.00	0.00	4,311.13	4,311.13			
11/15/18	11/15/18	FORDL 2018-B A3 DTD 09/21/2018 3.190% 12/15/2021	34531LAD2	160,000.00	0.00	425.33	425.33			
11/15/18	11/15/18	CARMAX AUTO OWNER TRUST DTD 10/24/2018 3.360% 09/15/2023	14315EAC4	155,000.00	0.00	303.80	303.80			
11/17/18	11/17/18	HSBC CD (EX-CALLABLE) DTD 11/17/2015 3.100% 11/17/2020	40434AC72	250,000.00	0.00	3,906.85	3,906.85			
11/19/18	11/19/18	MORGAN STANLEY CORP NOTES DTD 05/19/2017 2.750% 05/19/2022	61744YAH1	325,000.00	0.00	4,468.75	4,468.75			
11/20/18	11/20/18	GMALT 2018-3 A3 DTD 09/26/2018 3.180% 06/20/2021	36256GAD1	120,000.00	0.00	318.00	318.00			
11/20/18	11/20/18	BMWLT 2018-1 A4 DTD 10/17/2018 3.360% 03/20/2022	05586CAD6	165,000.00	0.00	508.20	508.20			
11/30/18	11/30/18	US TREASURY N/B DTD 11/30/2017 1.750% 11/30/2019	9128283H1	1,700,000.00	0.00	14,875.00	14,875.00			
11/30/18	11/30/18	US TREASURY NOTES DTD 05/31/2017 1.750% 05/31/2022	912828XR6	1,000,000.00	0.00	8,750.00	8,750.00			
11/30/18	11/30/18	US TREASURY NOTES DTD 05/31/2017 1.750% 05/31/2022	912828XR6	1,400,000.00	0.00	12,250.00	12,250.00			

Managed Account Security Transactions & Interest

For the Month Ending **November 30, 2018**

Pooled Liability Assurance Network JPA - PLAN - Investment Account - 4011-002 - (12517100)

Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
INTEREST										
11/30/18	11/30/18	US TREASURY NOTES DTD 12/01/2014 1.875% 11/30/2021	912828G53	1,000,000.00	0.00	9,375.00	9,375.00			
Transaction Type Sub-Total				**8,000,000.00**	**0.00**	**70,867.06**	**70,867.06**			
SELL										
11/01/18	11/06/18	FHLMC NOTES (EX-CALLABLE) DTD 09/26/2012 1.500% 09/26/2019	3134G3M49	500,000.00	494,225.00	833.33	495,058.33	(5,775.00)	(5,775.00)	FIFO
11/08/18	11/09/18	FEDERAL HOME LOAN BANKS NOTES DTD 08/24/2016 1.020% 05/24/2019	3130A8YU1	340,000.00	336,804.00	1,589.50	338,393.50	(3,196.00)	(3,196.00)	FIFO
11/28/18	**12/06/18**	**FNMA NOTES (CALLABLE) DTD 08/25/2016 1.500% 08/25/2021**	**3136G3Y25**	**225,000.00**	**215,325.00**	**946.88**	**216,271.88**	**(9,675.00)**	**(9,675.00)**	**FIFO**
Transaction Type Sub-Total				**1,065,000.00**	**1,046,354.00**	**3,369.71**	**1,049,723.71**	**(18,646.00)**	**(18,646.00)**	
Managed Account Sub-Total					**35,550.84**	**71,906.61**	**107,457.45**	**(18,646.00)**	**(18,646.00)**	
Total Security Transactions					**$35,550.84**	**$71,906.61**	**$107,457.45**	**($18,646.00)**	**($18,646.00)**	

Bolded items are forward settling trades.

Managed Account Security Transactions & Interest

For the Month Ending **October 31, 2018**

Pooled Liability Assurance Network JPA - PLAN - Investment Account - 4011-002 - (12517100)

Transaction Type Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
BUY										
10/01/18	10/03/18	US TREASURY NOTES DTD 02/01/2016 1.750% 01/31/2023	912828P38	125,000.00	(118,945.31)	(380.43)	(119,325.74)			
10/03/18	10/10/18	AMERICAN HONDA FINANCE CORP NOTES DTD 10/10/2018 3.375% 12/10/2021	02665WCP4	375,000.00	(374,820.00)	0.00	(374,820.00)			
10/04/18	10/09/18	US TREASURY NOTES DTD 04/30/2015 1.375% 04/30/2020	912828K58	270,000.00	(264,019.92)	(1,634.31)	(265,654.23)			
10/10/18	10/17/18	BMWLT 2018-1 A4 DTD 10/17/2018 3.360% 03/20/2022	05586CAD6	165,000.00	(164,998.53)	0.00	(164,998.53)			
10/17/18	10/24/18	CARMAX AUTO OWNER TRUST DTD 10/24/2018 3.360% 09/15/2023	14315EAC4	155,000.00	(154,998.57)	0.00	(154,998.57)			
Transaction Type Sub-Total				**1,090,000.00**	**(1,077,782.33)**	**(2,014.74)**	**(1,079,797.07)**			
INTEREST										
10/09/18	10/09/18	MBFI CD DTD 10/09/2015 1.150% 10/09/2018	55266CNY8	250,000.00	0.00	236.30	236.30			
10/15/18	10/15/18	FORDL 2018-B A3 DTD 09/21/2018 3.190% 12/15/2021	34531LAD2	160,000.00	0.00	340.27	340.27			
10/20/18	10/20/18	GMALT 2018-3 A3 DTD 09/26/2018 3.180% 06/20/2021	36256GAD1	120,000.00	0.00	275.60	275.60			
10/27/18	10/27/18	CITIGROUP INC CORP NOTES DTD 10/27/2017 2.700% 10/27/2022	172967LQ2	325,000.00	0.00	4,387.50	4,387.50			
10/28/18	10/28/18	BANK OF NY MELLON CORP DTD 04/30/2018 3.500% 04/28/2023	06406RAG2	550,000.00	0.00	9,518.06	9,518.06			
10/31/18	10/31/18	US TREASURY NOTES DTD 04/30/2015 1.375% 04/30/2020	912828K58	270,000.00	0.00	1,856.25	1,856.25			
Transaction Type Sub-Total				**1,675,000.00**	**0.00**	**16,613.98**	**16,613.98**			
MATURITY										
10/09/18	10/09/18	MBFI CD DTD 10/09/2015 1.150% 10/09/2018	55266CNY8	250,000.00	250,000.00	0.00	250,000.00	0.00	0.00	
Transaction Type Sub-Total				**250,000.00**	**250,000.00**	**0.00**	**250,000.00**	**0.00**	**0.00**	

Pooled Liability Assurance Network JPA - PLAN - Investment Account - 4011-002 - (12517100)

Transaction Type Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
SELL										
10/03/18	10/10/18	FHLMC NOTES (EX-CALLABLE) DTD 09/26/2012 1.500% 09/26/2019	3134G3M49	375,000.00	370,413.75	218.75	370,632.50	(4,586.25)	(4,586.25)	FIFO
10/10/18	10/17/18	FNMA NOTES (EX-CALLABLE) DTD 09/27/2016 1.180% 09/27/2019	3135G0O30	170,000.00	167,492.50	111.44	167,603.94	(2,507.50)	(2,507.50)	FIFO
10/18/18	10/24/18	FEDERAL HOME LOAN BANKS NOTES DTD 08/24/2016 1.020% 05/24/2019	3130A8YU1	160,000.00	158,572.80	680.00	159,252.80	(1,427.20)	(1,427.20)	FIFO
Transaction Type Sub-Total				**705,000.00**	**696,479.05**	**1,010.19**	**697,489.24**	**(8,520.95)**	**(8,520.95)**	
Managed Account Sub-Total					**(131,303.28)**	**15,609.43**	**(115,693.85)**	**(8,520.95)**	**(8,520.95)**	
Total Security Transactions					**($131,303.28)**	**$15,609.43**	**($115,693.85)**	**($8,520.95)**	**($8,520.95)**	

UMPQUA BANK

Customer Service:
1-866-486-7782

YORK RISK SERVICES GROUP INC
CLIENT ESCROW ACCOUNT OBO
POOLED LIABILITY ASSURANCE NETWORK PLAN
PO BOX 820
ROSEVILLE CA 95661-0820

Last statement: November 30, 2018
This statement: December 31, 2018

ANALYZED BUSINESS CHECKING

Account number	993034743	Beginning balance	$223,137.63
Low balance	$216,416.52	Deposits/Additions	$1,499,175.95
Average balance	$553,133.56	Withdrawals/Subtractions	$1,472,549.19
Interest earned	$0.00	Ending balance	$249,764.39

Other Deposits/ Additions

Date	Description	Additions
12-11	Remote Capture Dep	687.61
Total Other Deposits/ Additions		**$687.61**

ACH and Electronic Deposits/Additions

Date	Description	Additions
12-04	ACH Credit Pooled Liability Funding 20181204	235,988.34
12-10	ACH Credit Pooled Liability Prefund 20181210	750,000.00
12-12	ACH Credit Pooled Liability Preefund 20181212	187,500.00
12-12	ACH Credit Pooled Liability Prefund 20181212	125,000.00
12-21	ACH Credit Pooled Liability Prefunding 20181221	200,000.00
Total ACH and Electronic Deposits/Additions		**$1,498,488.34**

Daily Balances

Date	Amount	Date	Amount	Date	Amount
11-30	223,137.63	12-11	1,079,043.02	12-20	299,681.87
12-03	216,416.52	12-12	1,361,909.69	12-21	366,134.92
12-04	440,555.26	12-13	1,331,914.28	12-24	347,993.86
12-05	366,986.85	12-14	1,296,914.28	12-26	347,381.15
12-06	366,936.90	12-17	1,109,414.28	12-27	251,715.49
12-07	363,730.15	12-18	319,941.20	12-28	251,415.54
12-10	1,108,950.07	12-19	319,681.87	12-31	249,764.39

Overdraft Fee Summary

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	$0.00	$0.00
Total Returned Item Fees	$0.00	$0.00

Checks

Check #	Amount	Date	Check #	Amount	Date
4870	$1,500.00	12-03	5066	$356.00	12-18
*5006	$280.55	12-07	5067	$1,017.95	12-18
*5017	$225.50	12-03	5068	$750,000.00	12-18
*5029	$59,324.21	12-05	5069	$5,500.00	12-18
5030	$49.95	12-04	5070	$187,500.00	12-17
5031	$630.00	12-04	5071	$125,000.00	12-21
*5033	$2,920.00	12-04	5072	$4,355.00	12-18
5034	$3,939.00	12-04	5073	$7,737.90	12-21
5035	$4,310.65	12-04	5074	$809.05	12-21
5036	$9,500.00	12-11	5075	$49.95	12-28
5037	$9,500.00	12-11	5076	$205.45	12-18
5038	$4,995.61	12-03	5077	$605.20	12-18
5039	$35,000.00	12-14	5078	$412.61	12-18
5040	$2,934.81	12-05	5079	$839.30	12-18
5041	$317.00	12-11	5080	$16,810.25	12-24
5042	$305.00	12-11	5081	$20,000.00	12-20
5043	$1,416.65	12-10	5082	$259.33	12-19
5044	$1,081.20	12-10	5083	$769.80	12-27
5045	$49.95	12-06	5084	$178.05	12-27
5046	$443.00	12-11	5085	$25,889.57	12-18
5047	$787.50	12-07	5086	$80.51	12-24
5048	$2,138.70	12-07	5087	$1,250.30	12-24
5049	$1,333.33	12-12	5088	$29,637.73	12-27
5050	$11,309.39	12-05	*5090	$220.21	12-26
5051	$750.00	12-11	5091	$58.95	12-26
5052	$2,282.23	12-10	5092	$80.20	12-26
5053	$2,765.66	12-11	5093	$144.45	12-26
5054	$1,894.00	12-11	5094	$58.95	12-26
5055	$651.00	12-11	*5096	$250.00	12-28
5056	$672.00	12-11	*5098	$2,430.00	12-27
5057	$49.95	12-26	*5105	$530.75	12-27
5058	$25,629.31	12-13	*5107	$18,513.55	12-27
*5060	$4,366.10	12-13	5108	$6,606.95	12-27
5061	$3,797.00	12-11	5109	$34,006.33	12-27
5062	$2,700.00	12-12	5110	$2,488.50	12-27
5063	$25,600.00	12-12	5111	$504.00	12-27
*5065	$292.00	12-18	*5113	$1,651.15	12-31

(* Skip in check sequence, R-Check has been returned, + Electronified check))

Total Checks paid: 74 for **-$1,472,549.19**

Policy Statement:

The PLAN JPA Executive Committee recognizes the need to maintain a PLAN JPA credit card for the sole use of covering meeting expenses of PLAN JPA.

Purposes/Expected Outcomes

The purpose of the policy is to ensure use of the PLAN JPA credit card only for authorized expenses as outlined in the Policy.

I. Credit Card Use

The PLAN JPA Credit Card Use policy has been established to provide clear guidelines as to the authorized expenses to be charged to the credit card and the persons authorized to use the credit card.

1. PLAN JPA's General Manager will be the sole authorized user of the Credit Card.
2. The Credit Card will have a credit line of up to $10,000.
3. The total expenses charged to the credit card shall not exceed the amount of the credit line.
4. Expense shall be accounted for within the PLAN JPA fiscal year in which they are incurred.
5. Detailed receipts must be provided for every transaction/expense charged to the credit card.
6. The credit card balance shall be paid in full each month; a balance shall not be carried from month-to-month.
7. The credit card payment approval will go through the normal accounts payable process where the approvers and signers would receive a monthly statement and receipts supporting the charges. However, the payment of the credit card bill will be setup via automatic ACH payment from PLAN JPA's general checking account. When the credit card bill is due, payment will be automatically withdrawn from the checking account.

II. Covered Expenditures

PLAN JPA meetings refer to: Board of Directors' meetings; Executive Committee meetings; Claims Committee meeting; Risk Management Committee meetings, ad hoc, and task force meetings; and PLAN JPA trainings and workshops.

III. Monitoring

The Executive Committee will review the policy for content and compliance on an as needed basis.

Member	Activity	Project Status
American Canyon, City of	Focused Assessment Special Events and Facility Rentals	In Progress
	Consultation Risk Control Services Orientation	Completed
	Phone & E-mail Consultation Contractual Risk Transfer	Completed
	Phone & E-mail Consultation Aquatics Liability	Completed
	Physical Inspection Skate Park	Completed
	Training Defensive Driver Training all City staff	Completed
	Training DOT Reasonable Suspicion for Supervisors	Completed
	Training Skate Park Inspection	Awaiting Member Availability
Atherton, Town of	Focused Assessment Special Events and Facility Rentals	Placeholder
	Phone & E-mail Consultation Contractual Risk Transfer	Completed
	Consultation Risk Control Services Orientation	Completed
Benicia, City of	Focused Assessment Special Events and Facility Rentals	Placeholder
	Consultation Risk Control Services Orientation	Completed
	Phone & E-mail Consultation Design Immunity	Completed
	Phone & E-mail Consultation Hunter Safety Course	Completed
Burlingame, City of	Focused Assessment Special Events and Facility Rentals	Placeholder
	Consultation Risk Control Services Orientation	Completed
	Consultation Bickmore Risk Control Orientation	Completed
	Phone & E-mail Consultation Contractual Risk Transfer	Completed
Campbell, City of	Assessment Playground Inspection	Completed
	Focused Assessment Special Events and Facility Rentals	Placeholder
	Consultation Risk Control Services Orientation	Completed
	Phone & E-mail Consultation 10-Year Loss Run	Completed

Member	Activity	Project Status
Colma, Town of	Assessment Playground Plan Assessment	Completed
	Focused Assessment Special Events and Facility Rentals	Placeholder
	Consultation Risk Control Services Orientation	Completed
	Phone & E-mail Consultation Scorecard	Completed
	Physical Inspection Playground	In Progress
	Training Defensive Driver Training	Awaiting Member
Cupertino, City of	Focused Assessment Special Events and Facility Rentals	Placeholder
	Consultation Risk Control Services Orientation	Completed
	Consultation Risk Management Committee Meeting	Completed
	Consultation Risk Management Committee Meeting	Completed
	Phone & E-mail Consultation Risk Management Committee Meeting	Completed
	Consultation Risk Management Committee Meeting	Completed
	Phone & E-mail Consultation Auto, Fleet and Driver Risk	Completed
	Phone & E-mail Consultation Contractual Risk Transfer	Completed
	Phone & E-mail Consultation Dog Parks	Completed
	Phone & E-mail Consultation Work Comp/Exercise	Completed
	Phone & E-mail Consultation Air Quality Standard Operating Guideline for Parks	Completed
	Program Development/Review Auto, Fleet and Driver Risk	In Progress
	Program Development Children in the Workplace	Completed
	Training Defensive Driver Training	In Progress
	Training Ergonomics Train the Trainer	In Progress
	Phone & E-mail Consultation Risk Control Resources	Completed
Dublin, City of	Focused Assessment Special Events and Facility Rentals	Placeholder
	Consultation Risk Control Services Orientation	Completed
	Consultation Aquatics Facility Inspections	Completed

Member	Activity	Project Status
Dublin, City of (continued)	Consultation Risk Management/Safety Committee	Completed
	Phone & E-mail Consultation Loss Runs	Completed
	Phone & E-mail Consultation	Completed
	Phone & E-mail Consultation Workplace Violence Program Review	Completed
	Program Development Parks and Recreation Playground Management Plan	Completed
	Training Contractual Risk Transfer	Completed
East Palo Alto, City of	Focused Assessment Special Events and Facility Rentals	Placeholder
	Consultation Risk Control Services Orientation	Completed
	Phone & E-mail Consultation Drug and Alcohol	Completed
Foster City, City of	Focused Assessment Special Events and Facility Rentals	Placeholder
	Consultation Risk Control Services Orientation	Completed
	Training Defensive Driver Training	Completed
	Training Traffic Control & Flagging	Completed
	Phone & E-mail Consultation ADA Program Development Resources	Completed
	Consultation Crossing Guard Contractual Risk Transfer	In Progress
Half Moon Bay, City of	Focused Assessment Special Events and Facility Rentals	In Progress
	Consultation Risk Control Services Orientation	Completed
	Consultation Orientation Executive Team	In Progress
	Phone & E-mail Consultation Drug and Alcohol Random Testing	Completed
	Phone & E-mail Consultation Volunteers	Completed
Hillsborough, City of	Focused Assessment Special Events and Facility Rentals	Placeholder
	Consultation Risk Control Services Orientation	Completed
	Program Development Review/Update IIPP and Employee Training Matrices	Completed
	Training Train Staff on IIPP	Completed

Member	Activity	Project Status
Los Altos Hills, Town of	Focused Assessment Special Events and Facility Rentals	Placeholder
	Consultation Risk Control Services Orientation	Completed
	Consultation Contractual Risk Transfer	Completed
	Training Defensive Driver Training	Completed
	Training Contractual Risk Transfer	In Progress
Los Gatos, Town of	Focused Assessment Special Events and Facility Rentals	Placeholder
	Consultation Risk Control Services Orientation	Completed
	Consultation Safety Committee Health and Safety Meeting	Completed
	Consultation Attend Safety Committee	Completed
	Phone & E-mail Consultation Auto, Fleet and Driver Risk	Completed
	Training Defensive Driver Training and Driver Ride A Long	Completed
	Training Traffic Control & Flagging	Completed
Millbrae, City of	Focused Assessment Special Events and Facility Rentals	Placeholder
	Consultation Risk Control Services Orientation	Completed
	Consultation Contractual Risk Transfer	Completed
	Training Defensive Driver Training	In Progress
	Training Contractual Risk Transfer	In Progress
Milpitas, City of	Focused Assessment Special Events and Facility Rentals	Placeholder
	Consultation Risk Control Services Orientation	Completed
	Consultation Risk Management Committee Meeting	Completed
	Consultation Risk Management Committee Meeting	Completed
	Phone & E-mail Consultation Disaster Preparedness Facility Inspections	Completed
	Phone & E-mail Consultation Fire Department Risk Management	Completed
	Phone & E-mail Consultation Respiratory Protection Program	Completed

Member	Activity	Project Status
Milpitas, City of (Continued)	Program Development Review Auto and Fleet Program and Update	Completed
	Program Development Confined Space	In Progress
	Training Defensive Driver Training including Review of City's Auto and Fleet Program	Placeholder
	Training Confined Space Awareness	Completed
	Training Playground Inspection and Maintenance Training	Completed
	Training Skate Park Inspection Training	Placeholder
Morgan Hill, City of	Assessment Ergonomics	Completed
	Focused Assessment Special Events and Facility Rentals	Placeholder
	Consultation Risk Control Services Orientation	Completed
	Program Development IIPP and Employee Training Matrices	In Progress
	Training Defensive Driver Training	In Progress
	Training IIPP Training	In Progress
Newark, City of	Focused Assessment Special Events and Facility Rentals	In Progress
	Consultation Risk Control Services Orientation	Completed
	Phone & E-mail Consultation Risk Control Services Orientation	Completed
	Phone & E-mail Consultation Railroad Quiet Zones	Completed
	Training Contractual Risk Transfer	Placeholder
	Training Traffic Control & Flagging	Completed
	Training Workplace Violence De-escalation	Completed
	Assessments Ergonomic	In Progress
Pacifica, City of	Focused Assessment Special Events and Facility Rentals	Placeholder
	Consultation Risk Control Services Orientation	Completed

Member	Activity	Project Status
Pooled Liability Assurance Network	Regional Training – Foster City Traffic Control & Flagging 30 registered from 5 Cities/Towns	Completed
	Regional Training – Los Altos Hills Auto, Fleet and Driver Risk 10 registered from 3 Cities/Towns	Completed
	Regional Training – Foster City Auto, Fleet and Driver Risk 27 registered from 3 Cities/Towns	Completed
	Regional Training – San Carlos Heat Illness Train the Trainer	In Progress
	Regional Training - TBD Design Immunity	In Progress
	Regional Training - Milpitas Parks and Recreation Playground Safety and Maintenance 27 registered from 6 Cities/Towns	Completed
	Regional Training – Woodside Traffic Control & Flagging 30 registered from 2 Cities/Towns	Completed
	Regional Training – San Carlos Incident Investigation 8 attendees from 2 Cities/Towns	Completed
Portola Valley, Town of	Focused Assessment Special Events and Facility Rentals	Placeholder
	Consultation Risk Control Services Orientation	Completed
	Consultation Contractual Risk Transfer	Completed
	Phone & E-mail Consultation 10-Year Claims Loss Run Provided	Completed
	Consultation Contractual Risk Transfer	In Progress
Ross, Town of	Focused Assessment Special Events and Facility Rentals	Placeholder
	Consultation Risk Control Services Orientation	Completed
	Training Defensive Driver Training for Public Works	Completed
San Bruno, City of	Assessment Ergonomics	Placeholder
	Focused Assessment Special Events and Facility Rentals	In Progress
	Consultation Employee Training Matrices	In Progress
	Consultation Risk Control Services Orientation	Completed
	Phone & E-mail consultation 5-Year Loss Run	Completed
	Phone & E-mail Consultation Bloodborne Pathogens Exposure Control	Completed

Member	Activity	Project Status
San Bruno, City of (Continued)	Training Aerial Lift Devices	Completed
	Training Contractual Risk Transfer	Placeholder
	Consultation Pesticide Management	In Progress
San Carlos, City of	Focused Assessment Special Events and Facility Rentals	Placeholder
	Consultation Risk Control Services Orientation	Completed
	Consultation Parks and Recreation	Completed
	Consultation Annual Risk Management Committee Meeting	Completed
	Consultation Safety Committee	Completed
	Phone & E-mail Consultation Risk Management	Completed
	Program Development Review IIPP Program	Completed
	Program Development Security Camera Policy	Completed
	Training Accident Investigation	Completed
	Training Contractual Risk Transfer	In Progress
Saratoga, City of	Focused Assessment Special Events and Facility Rentals	Placeholder
	Consultation Risk Control Services Orientation	Completed
	Phone & E-mail Consultation Contractual Risk Transfer	Completed
	Consultation Safety Committee Meeting	In Progress
South San Francisco, City of	Focused Assessment Special Events and Facility Rentals	Placeholder
	Consultation Risk Control Services Orientation	Completed
Suisun City, City of	Assessment Ergonomics	Placeholder
	Focused Assessment Special Events and Facility Rentals	Placeholder
	Consultation Risk Control Services Orientation	Completed
	Consultation Archery Program	Placeholder
	Physical Inspection Playgrounds	Awaiting Member
	Training Defensive Driver Training	Awaiting Member
	Training – Contractual Risk Transfer	Placeholder

Member	Activity	Project Status
Tiburon, Town of	Focused Assessment Special Events and Facility Rentals	Placeholder
	Consultation Risk Control Services Orientation	Completed
	Training Defensive Driver Training	In Progress
Woodside, Town of	Focused Assessment Special Events and Facility Rentals	Placeholder
	Consultation Risk Control Services Orientation	Completed
	Program Development Review and Update IIPP	Closed
	Training Supervisor Safety Training	Closed
	Training Traffic Control & Flagging	Completed

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https://www.planjpa.org/

April 10, 2019

LeeAnn McPhillips
Human Resources Director/Risk Manager
City of Gilroy
7351 Rosanna St
Gilroy, CA 95020-6197

Re: Exhibit C-1; Attachment to Agreement – Withdrawal of the City of Gilroy from ABAG PLAN Program

Dear LeeAnn,

Attached is Exhibit C-1 which serves as an appendix to the above referenced Agreement dated July 1, 2015. The exhibit contains the current actuarial calculation (Allocation of Net Assets by Member) for Gilroy and depicts your member equity for the past fiscal year (2017/18).

Based on our most recent actuarial study dated March 14, 2019, Gilroy has a current SIR fund balance of $840,260. In accordance with the Agreement, $420,130 is now payable to Gilroy.

Please retain a copy of Exhibit C-1 as an attachment to the referenced agreement. The actuarial report has been enclosed for your review. Please review all documents (Exhibit C, Actuary report) carefully. Should you wish to discuss the report and calculation in more detail, please don't hesitate to give us a call.

Sincerely,

Jon Paulsen
Jon Paulsen,
PLAN JPA General Manager

Determination Date	(1) Premium Collected (+)	(2) Investment Income Received (+)	(3) Future Investment Income (+)	(4) Paid Losses at Determination Date (-)	(5) Undiscounted Case Reserves at Determination Date (-)	(6) Undiscounted IBNR Reserves (-)	(7) Undiscounted ULAE Reserves (-)	(8) Excess Insurance Paid (-)	(9) Loss Prevention Expense Paid (-)	(10) (Assessments) Dividends Adjustments (-)	(11) Accounts Payable (-)	(12) Net Assets at Determination Date (=)	(13) Discounted Risk Margin Fund (-)	(14) SIR Fund (=)	(15) Annual Assessment
6/30/2015	7,781,903	2,336,034	125,470	5,030,447	469,047	2,021,417	249,079	470,146	872,689	1,100,416	19,615	10,551	1,166,493	(1,155,943)	(231,189)
6/30/2016	7,781,903	2,369,820	85,867	5,317,396	560,545	791,613	169,054	470,146	804,701	886,824	0	1,237,310	665,253	572,057	143,014
6/30/2017	7,781,903	2,410,034	44,121	5,751,198	351,185	535,453	110,822	470,146	804,701	1,029,838	0	1,182,715	438,488	744,227	248,076
6/30/2018	7,781,903	2,419,998	22,202	6,109,466	218,379	253,182	58,939	470,146	804,701	1,277,913	0	1,031,375	191,115	840,260	420,130
6/30/2019	7,781,903	2,443,000	(1,000)	6,669,000	125,000	(151,000)	(3,000)	470,146	804,701	1,698,043	0	611,012	(10,000)	621,012	621,012

Agenda Item 6.A.

GENERAL MANAGER'S REPORT

SUBJECT: Report from PLAN JPA's General Manager

BACKGROUND AND HISTORY:

1. Employment Practices Liability

Staff presented employment practices liability (EPL) coverage options at the February 28, 2019, Strategic Planning Session. The current PLAN JPA Liability Memorandum of Coverage (MOC) does not include coverage for EPL (Note: The excess liability policies excess of the PLAN JPA MOC attaching at $5,000,000 include coverage for EPL).

Currently, three PLAN JPA members purchase standalone EPL insurance and several others expressed interest in reviewing options from the Employment Risk Management Authority (ERMA). Basic cost indications from ERMA for the entire membership were also presented at the Strategic Planning Session.

ERMA staff indicated that PLAN JPA would likely be accepted for membership in ERMA, even if a small percentage of PLAN JPA members elect to participate in the ERMA program the first year. Individual PLAN JPA members would apply to ERMA and be responsible for their own retentions. PLAN JPA would not participate in any risk sharing of EPL exposure and would not have any additional obligations; the ERMA program would be available as an elective option for EPL coverage for each PLAN JPA member on a case by case basis.

2. Staffing Update

Craig Wheaton, Litigation Manager, resigned from York, with his last day being March 25, 2019. Will Portello, Director of Litigation Management at York, is replacing Mr. Wheaton and will serve as Litigation Manager for PLAN JPA and present to the Claims Committee on a monthly basis.

As discussed at the Strategic Planning Session, Gail Ziegler, Risk Control Manager at York, resigned effective March 8, 2019, and has been replaced by Terrie Norris, Risk Control Manager. Ms. Norris assumed the new role at the end of February, spent several weeks of overlap with Ms. Ziegler, and is currently fully engaged with PLAN JPA's membership.

3. Strategic Planning Deliverables

Staff was directed at the Strategic Planning Sessions on February 28, 2019 and March 1, 2019, to move several deliverables and initiatives forward for future Executive Committee and/or Board consideration. Attached is a list of those deliverables outlining each item's assigned staff representative and estimated deliverable date.

Jon Paulsen, PLAN JPA General Manager, will provide a brief update on each item and be available to answer questions from the Executive Committee.

RECOMMENDATION:

Staff recommends including an optional ERMA indication in the distribution of estimated PLAN JPA contributions for each Member.

REFERENCE MATERIALS ATTACHED:

- PLAN JPA Strategic Planning Deliverables 2/28/19 - 3/01/2019 (to be distributed at meeting)

Agenda Item 7.A.

FINANCIAL MATTERS

SUBJECT: PLAN JPA Preliminary 2019/20 Budget

BACKGROUND AND HISTORY:

Enclosed is the Preliminary Operating Annual Budget (Budget) for PLAN JPA (PLAN) for the 2019/20 fiscal year. The funding model is similar to that which PLAN has approved in the past and funding rates were compiled by PLAN's actuary. Pages two and three detail the Budget program as follows:

- For the Liability Program, member contributions are presented at the 60% confidence level (CL) with a 3% discount factor. PLAN's self-insured retention (SIR) is up to $2.5 million including each individual member's SIR. Reinsurance of $2.5 million is purchased above the pool's SIR and excess coverage is purchased from $5 million to $30 million. These coverage layers are the same as the prior year.
- For the Property Program, member contributions are presented at the 70% CL with a 3% discount factor. The coverage is pooled from members SIR up to $225,000 and excess coverage is purchased to $1 Billion. The CL funding and coverages are similar to prior year.

The major components of the Budget are outlined below:

1. Overall Rates for Coverage

The Budgeted contributions are projected to increase from $10.9 million to $12 million; an increase of 9% over the prior year. Contributing factors include an increase in estimated payroll of 2.7%, an increase in estimated funding rates, and an increase in estimated reinsurance and excess premiums. Below is a summary by program.

Liability Program (Page 2)
The Liability Program is projecting a 9% increase in contributions over the 2018/19 Approved Budget. The underlying assumptions used in compiling the preliminary budget include:

1) *Payroll* - Overall, payroll is projected to increase by 2.7% over the prior year. Estimated member payroll for the 2019/20 fiscal year was requested from the members. A majority of the members provided estimated payroll; however, members who were not able to provide the payroll by the deadline, a current assumption of 5% increase was added to their 2018/19 estimated payroll.

2) *Insurance cost* – Currently the estimated insurance cost is expected to increase by 15% over the prior year.

3) *Administrative Expenses* – Estimated increase of 3.6% in administration expenses. See note 5 below which outlines the estimated changes.

4) *Experience Modification (ex-mod) Factors* - PLAN's actuary developed the ex-mod factors by using the loss experience and payroll from 2013/14 through 2017/18. The losses were limited to $250,000 per occurrence. Creditability was given to payroll, limited to a minimum of 10% and maximum of 90%. The ex-mod calculation is the same as what has been used in past years. Attached are exhibits for the ex-mod calculation for both the 2019/20 and 2018/19 funding years.

5) *Allocation of Administrative Cost* - Administrative costs are split between fixed and variable costs. The fixed costs (33%) are allocated among the members evenly. The remaining variable costs (67%) are allocated based upon the following: a) one-third of the costs are allocated based upon reported claims greater than $1 and b) two-thirds of the costs are allocated based upon paid losses in the period of 2013/14 to 2017/18. The allocation of administrative costs is same as it has been in the past years.

Property Program (Page 3)
The Property Program is projecting a 12.6% increase over the 2018/19 Approved Budget. The underlying assumptions used in compiling the preliminary budget include:

1. Funding the 2019/20 program year at the **70% CL**, similar to prior year;
2. Increasing the Total Insured Value (TIV) by 6.0%;
3. Excess premium includes a projected 12% rate increase; and
4. Actuarial Report, dated on March 25, 2019, was used to compile the projected contributions for 2019/20.

2. Claims Expense

Total claims expenses for program year 2019/20 are budgeted at the expected confidence level and projected to increase 12% for the Liability Program due to increased claims activity and an increase of 14% for the Property Program due increased insured values.

3. Insurance Expense

Total insurance expense is projected to increase by 14% over prior year. The Liability Program is projected to increase 15%, while the Property Program is projected to increase 12% over the prior year.

4. Risk Management Grants

Risk Management Grants, funded out of equity, are budgeted at $500,000, similar to prior year budget.

5. <u>Administration Expenses</u>

Administrative expenses are projected to increase by 3.6%, over the prior year. The 2019/20 preliminary budget includes the following line item variances from the prior year:

- Program Administration –contractual 3% increase from prior year;
- Financial Audit: $1,000 increase projected over prior year due to going out for audit RFP;
- Actuarial Study: $36,000, a 16% increase over the prior year, due to ex-mod analysis;
- Claims Admin & Audit – contractual increase;
- Legal Counsel – 3% increase from prior year;
- Risk Control Services – no changes in the preliminary budget however this cost will change based upon the Risk Control Services RFP;
- Bank/Investment Fees – this was not budgeted in prior year; and
- Allowance for Contingencies – this expenditure is for unexpected PLAN JPA cost not budgeted.

Staff Analysis
During the PLAN JPA Strategic Planning Sessions held on February 28th and March 1st, one of the discussion items was funding losses at the appropriate confidence level. As mentioned above, the Liability Program budget is compiled funding at 60% confidence level. Below is a breakdown of funding at different levels:

Confidence Level	*Funding Losses*	*Additional Funding*
60%	$5,463,000	$0
70%	$6,263,000	$800,000
80%	$7,323,000	$1,860,000
90%	$9,018,000	$3,555,000

While your actuary recommends funding at the 80% confidence level, the Executive Committee could consider funding at the 70% confidence level.

<u>RECOMMENDATION</u>:

Staff recommends the Executive Committee review the Preliminary Operating Budget for Fiscal Year 2019/20 and provide direction to staff. The final budget will be presented at the June 12, 2019, Board of Directors meeting for formal consideration.

<u>REFERENCE MATERIALS ATTACHED</u>:

- Preliminary Operating 2019/20 Budget

PLAN JPA

PRELIMINARY 2019/2020 Operating Annual Budget

Summary of Contributions by Program

Member	Liability Program	Property Program	2019/20 Total Contributions	*Prior Year Comparison* *2018/19 Total Contributions*	*Increase/ (Decrease)*	*Percent Change*	**Payroll Comparison** Estimated Payroll 2019/20	Estimated Payroll 2018/19	% Change	**Ex-mod Comparison** 2019/20	2018/19	% Change
	Page 2	Page 3										
American Canyon	$184,025	$65,638	**$249,663**	*$240,029*	*$9,634*	*4%*	$ 7,805,000	$ 7,777,859	0.3%	59%	60%	-1.7%
Atherton	134,233	12,538	**146,771**	*139,402*	*7,369*	*5%*	5,309,798	5,211,259	1.9%	90%	89%	1.1%
Benicia	625,868	197,311	**823,179**	*844,547*	*(21,367)*	*-3%*	24,000,000	19,448,539	23.4%	110%	145%	-24.1%
Burlingame	354,171	163,016	**517,187**	*457,149*	*60,037*	*13%*	25,228,289	24,297,439	3.8%	79%	78%	1.3%
Campbell	399,376	78,448	**477,824**	*418,881*	*58,944*	*14%*	24,477,345	23,153,500	5.7%	72%	79%	-8.9%
Colma	92,171	22,296	**114,467**	*122,319*	*(7,852)*	*-6%*	5,380,700	5,300,000	1.5%	70%	86%	-18.6%
Cupertino	324,751	91,879	**416,630**	*482,346*	*(65,716)*	*-14%*	23,390,251	22,396,280	4.4%	52%	96%	-45.8%
Dublin	326,734	176,243	**502,977**	*444,288*	*58,689*	*13%*	13,326,064	13,814,874	-3.5%	62%	66%	-6.1%
East Palo Alto	268,337	19,774	**288,111**	*229,796*	*58,316*	*25%*	12,000,000	11,800,000	1.7%	88%	62%	41.9%
Foster City	220,375	116,794	**337,169**	*325,519*	*11,649*	*4%*	20,446,000	24,560,000	-16.8%	33%	33%	0.0%
Half Moon Bay	115,568	9,185	**124,753**	*121,727*	*3,026*	*2%*	3,685,259	4,242,218	-13.1%	98%	97%	1.0%
Hillsborough	225,147	65,746	**290,893**	*252,764*	*38,130*	*15%*	10,461,960	10,728,645	-2.5%	87%	70%	24.3%
Los Altos Hills	112,398	13,772	**126,170**	*113,571*	*12,600*	*11%*	2,232,500	2,126,232	5.0% *	147%	130%	13.1%
Los Gatos	277,755	50,040	**327,795**	*355,333*	*(27,538)*	*-8%*	18,035,700	17,176,819	5.0% *	46%	63%	-27.0%
Millbrae	269,240	83,986	**353,226**	*286,456*	*66,770*	*23%*	9,029,117	9,560,214	-5.6%	164%	170%	-3.5%
Milpitas	705,099	170,518	**875,617**	*696,868*	*178,748*	*26%*	42,532,300	40,506,922	5.0% *	81%	50%	62.0%
Morgan Hill	576,486	125,287	**701,773**	*695,591*	*6,182*	*1%*	25,479,298	25,019,034	1.8%	114%	124%	-8.1%
Newark	551,850	103,451	**655,301**	*558,262*	*97,039*	*17%*	22,332,961	19,683,040	13.5%	128%	146%	-12.3%
Pacifica	629,470	198,464	**827,934**	*663,708*	*164,226*	*25%*	18,823,144	18,189,380	3.5%	157%	168%	-6.5%
Portola Valley	62,061	11,894	**73,955**	*66,909*	*7,046*	*11%*	1,850,000	1,684,440	9.8%	79%	82%	-3.7%
Ross	71,984	5,255	**77,239**	*86,862*	*(9,623)*	*-11%*	2,440,000	2,400,000	1.7%	79%	116%	-31.9%
San Bruno	889,063	80,294	**969,357**	*903,685*	*65,671*	*7%*	31,156,636	30,372,630	2.6%	134%	114%	17.5%
San Carlos	655,610	51,983	**707,593**	*551,224*	*156,370*	*28%*	9,863,500	9,350,600	5.5%	306%	362%	-15.5%
Saratoga	236,435	37,708	**274,143**	*215,014*	*59,129*	*28%*	6,850,000	7,100,000	-3.5%	184%	147%	25.2%
South San Francisco	983,767	264,609	**1,248,376**	*1,188,549*	*59,827*	*5%*	58,337,427	57,726,166	1.1%	91%	89%	2.2%
Suisun City	195,571	31,467	**227,038**	*212,340*	*14,698*	*7%*	7,311,400	6,963,200	5.0% *	64%	65%	-1.5%
Tiburon	107,769	16,590	**124,359**	*159,190*	*(34,831)*	*-22%*	5,266,300	5,015,540	5.0% *	68%	113%	-39.8%
Woodside	83,297	8,186	**91,483**	*84,855*	*6,628*	*8%*	2,315,430	2,333,070	-0.8%	97%	83%	16.9%
Total	**$ 9,678,611**	**$ 2,272,374**	**$ 11,950,985**	**$10,917,183**	**$ 1,033,802**	*9%*	**$ 439,366,379**	**$ 427,937,900**	**2.7%**			

P/Y Actual	*$8,899,743*	*$2,017,440*	*$10,917,183*
Incr./(Decr.)	*$778,868*	*$254,934*	*$1,033,802*
% Change	*9%*	*13%*	*9%*

Note:
Payroll comparison was obtained from the actuarial study. The payroll numbers are estimates that were used at the time of funding.
* denotes members whose payroll were trended to increase 5% from prior year. Estimated payroll was not available at the time of creating the budget.
The ex-mod comparisons were obtained from actuarial reports.

PLAN JPA

PRELIMINARY 2019/2020 Operating Annual Budget

Liability Program Contribution Schedule

Pool Funding @ 60% Confidence Level, 3.0% Discount Factor

Member	*Member SIR*	Funding for Losses SIR-$2.5 M	Reinsurance/Excess Insurance: Reinsurance $2.5M x $2.5M	Reinsurance/Excess Insurance: Excess $15M x $15M $10M x $5M	Total Insurance	Administration Expense	Deposit from PY to 30%	Unallocated Contributions	Members capped at 30%	Uncapped Members	Allocation of Contributions	2019/20 60% CL Liability Budget	Budget Comparison: *2018/19 60% CL Liability Budget*	Budget Comparison: *Percent Increase / (Decrease)*
	Note 1	Note 2			Note 3	Note 4		Note 5	Note 6	Note 7	Note 8	Note 9	*Note10*	
American Canyon	*$25,000*	$81,493	$30,341	$23,411	$53,752	$48,780	$237,452	$184,025	$0	$184,025	$184,025	**$184,025**	*$182,655*	*1%*
Atherton	*$25,000*	82,426	$10,335	$7,975	18,310	33,497	166,564	134,233	-	134,233	134,233	**134,233**	*128,126*	*5%*
Benicia	*$25,000*	451,581	$39,751	$30,670	70,421	103,866	854,183	625,868	-	625,868	625,868	**625,868**	*657,064*	*-5%*
Burlingame	*$250,000*	173,200	$43,791	$33,788	77,579	103,392	403,477	354,171	-	354,171	354,171	**354,171**	*310,367*	*14%*
Campbell	*$100,000*	222,930	$61,719	$47,620	109,339	67,107	475,059	399,376	-	399,376	399,376	**399,376**	*365,430*	*9%*
Colma	*$50,000*	56,814	$2,168	$1,673	3,841	31,516	131,860	92,171	-	92,171	92,171	**92,171**	*101,431*	*-9%*
Cupertino	*$250,000*	108,466	$92,697	$71,522	164,219	52,066	524,914	324,751	-	324,751	324,751	**324,751**	*403,780*	*-20%*
Dublin	*$50,000*	127,694	$89,126	$68,767	157,893	41,147	414,330	326,734	-	326,734	326,734	**326,734**	*318,715*	*3%*
East Palo Alto	*$100,000*	134,541	$44,691	$34,482	79,173	54,623	275,590	268,337	-	268,337	268,337	**268,337**	*211,992*	*27%*
Foster City	*$100,000*	87,291	$48,411	$37,352	85,763	47,321	287,264	220,375	-	220,375	220,375	**220,375**	*220,972*	*0%*
Half Moon Bay	*$50,000*	55,174	$18,069	$13,942	32,011	28,383	147,488	115,568	-	115,568	115,568	**115,568**	*113,452*	*2%*
Hillsborough	*$50,000*	138,054	$15,771	$12,168	27,939	59,154	250,749	225,147	-	225,147	225,147	**225,147**	*192,884*	*17%*
Los Altos Hills	*$25,000*	56,913	$12,515	$9,657	22,172	33,313	132,298	112,398	-	112,398	112,398	**112,398**	*101,768*	*10%*
Los Gatos	*$50,000*	126,858	$43,366	$33,460	76,826	74,071	402,524	277,755	-	277,755	277,755	**277,755**	*309,634*	*-10%*
Millbrae	*$100,000*	149,899	$33,036	$25,490	58,526	60,816	269,240	269,241	269,240	-	-	**269,240**	*207,108*	*30%*
Milpitas	*$100,000*	404,993	$109,168	$84,231	193,399	106,707	710,091	705,099	-	705,099	705,099	**705,099**	*546,224*	*29%*
Morgan Hill	*$100,000*	363,316	$64,345	$49,647	113,992	99,178	754,944	576,486	-	576,486	576,486	**576,486**	*580,726*	*-1%*
Newark	*$100,000*	358,078	$68,615	$52,941	121,556	72,216	592,344	551,850	-	551,850	551,850	**551,850**	*455,649*	*21%*
Pacifica	*$50,000*	426,216	$56,501	$43,595	100,096	103,158	629,470	629,470	-	629,470	629,470	**629,470**	*484,208*	*30%*
Portola Valley	*$25,000*	25,931	$6,665	$5,143	11,808	24,322	73,090	62,061	-	62,061	62,061	**62,061**	*56,223*	*10%*
Ross	*$25,000*	33,682	$3,662	$2,825	6,487	31,815	106,634	71,984	-	71,984	71,984	**71,984**	*82,026*	*-12%*
San Bruno	*$100,000*	525,208	$66,617	$51,400	118,017	245,838	1,081,012	889,063	-	889,063	889,063	**889,063**	*831,548*	*7%*
San Carlos	*$100,000*	364,641	$44,087	$34,016	78,103	212,866	655,611	655,610	-	655,610	655,610	**655,610**	*504,316*	*30%*
Saratoga	*$25,000*	70,295	$45,441	$35,060	80,501	85,639	236,435	236,435	-	236,435	236,435	**236,435**	*181,873*	*30%*
South San Francisco	*$100,000*	660,373	$93,360	$72,033	165,393	158,001	1,230,250	983,767	-	983,767	983,767	**983,767**	*946,346*	*4%*
Suisun City	*$25,000*	82,957	$42,052	$32,446	74,498	38,116	238,684	195,571	-	195,571	195,571	**195,571**	*183,603*	*7%*
Tiburon	*$50,000*	54,869	$13,154	$10,150	23,304	29,596	187,386	107,769	-	107,769	107,769	**107,769**	*144,143*	*-25%*
Woodside	*$25,000*	39,232	$8,043	$6,206	14,249	29,816	100,724	83,297	-	83,297	83,297	**83,297**	*77,480*	*8%*
Total		$5,463,122	1,207,497	931,670	$2,139,168	$2,076,321		$9,678,608	$269,240	$9,409,368	$9,409,371	9,678,611	*8,899,743*	*9%*
Prior Year Actual		5,035,232	1,049,999	810,145	1,860,144	2,004,369						8,899,743		
Incr./(Decr.)		427,890	157,498	121,525	279,024	71,952						778,868		
% Change		8.50%	15.00%	15.00%	15.00%	3.59%						8.75%		

NOTES:
Note 1: Member Selected Self-Insured Retention
Note 2: Adjusted funding needed for SIR to $2,500,000 at the 60% confidence level from draft Actuarial Study dated March 21, 2019
Note 3: Insurance indications provided by the Alliant, broker; allocation based upon draft actuarial study dated March 21, 2019
Note 4: Administrative Expense allocation: 33% allocated to the member equally. Of the remaining 67%,
one-third is allocated using reported claims and two-thirds using paid losses; these numbers were provided in the draft actuarial study.
Note 5: Unallocated contributions: (Note 2 + Note 3 + Note 4)
Note 6: Capping members who have more than 30% change in contributions from the prior year.
Note 7: Members with contributions below the 30% cap.
Note 8: Allocation of remaining contributions among uncapped members.
Note 9: Preliminary 2019/20 Liability Contributions
Note 10: 2018/19 Contributions paid by members.

Funding for the Pooled Layer @ 3.0%

		18/19	19/20
Expected	Undiscounted	5,442,000	5,890,000
Expected	Discounted	4,922,000	5,330,000
60% confidence Level	Discounted	5,035,000	5,463,000
70% confidence Level	Discounted	5,788,000	6,263,000
80% confidence Level	Discounted	6,783,000	7,323,000
90% confidence Level	Discounted	8,372,000	9,018,000

PLAN JPA

PRELIMINARY 2019/2020 Operating Annual Budget

Property Program Contributions Schedule

Pool Funding @ 70% Confidence Level, 3.0% Discount Factor

		Insured Values						***Budget Comparison***	
Member	**SIR**	***2018/19 Insured Values***	**2019/20 Insured Values**	**Pool Funding SIR-$225k**	**Excess Prop. Premium $225k-$1B**	**Flood Premium**	**2019/20 Program Deposit**	*2018/19 Program Deposit*	*Percent Increase / (Decrease)*
		Note 1	Note 2	Note 3	Note 4	Note 5	**Note 6**	Note 7	
American Canyon	$5,000	*$71,073,217*	$76,544,814	$23,582	$40,956	$1,100	**$ 65,638**	$57,374	*14%*
Atherton	5,000	*14,241,561*	14,870,568	4,581	7,957	-	**12,538**	*11,276*	*11%*
Benicia	5,000	*233,312,912*	230,758,446	71,091	123,470	2,750	**197,311**	*187,483*	*5%*
Burlingame	5,000	*183,488,580*	191,565,663	59,017	102,499	1,500	**163,016**	*146,782*	*11%*
Campbell	5,000	*67,506,687*	93,043,084	28,664	49,784	-	**78,448**	*53,451*	*47%*
Colma	5,000	*24,991,239*	25,139,429	7,745	13,451	1,100	**22,296**	*20,888*	*7%*
Cupertino	5,000	*97,836,858*	107,668,248	33,170	57,609	1,100	**91,879**	*78,566*	*17%*
Dublin	5,000	*157,206,659*	207,727,367	63,996	111,147	1,100	**176,243**	*125,573*	*40%*
East Palo Alto	5,000	*22,485,864*	23,453,512	7,225	12,549	-	**19,774**	*17,804*	*11%*
Foster City	5,000	*132,041,127*	138,522,955	42,676	74,118	-	**116,794**	*104,547*	*12%*
Half Moon Bay	5,000	*10,451,031*	10,894,022	3,356	5,829	-	**9,185**	*8,275*	*11%*
Hillsborough	5,000	*75,625,931*	77,978,493	24,023	41,723	-	**65,746**	*59,880*	*10%*
Los Altos Hills	5,000	*14,906,827*	16,334,841	5,032	8,740	-	**13,772**	*11,803*	*17%*
Los Gatos	5,000	*57,716,787*	59,350,379	18,284	31,756	-	**50,040**	*45,699*	*9%*
Millbrae	5,000	*100,214,466*	99,610,596	30,688	53,298	-	**83,986**	*79,348*	*6%*
Milpitas	5,000	*186,439,603*	198,654,310	61,201	106,292	3,025	**170,518**	*150,644*	*13%*
Morgan Hill	5,000	*143,683,168*	147,292,259	45,377	78,810	1,100	**125,287**	*114,865*	*9%*
Newark	5,000	*129,597,124*	122,697,776	37,800	65,651	-	**103,451**	*102,613*	*1%*
Pacifica	5,000	*216,283,809*	225,602,804	69,503	120,711	8,250	**198,464**	*179,500*	*11%*
Portola Valley	5,000	*13,496,516*	14,106,860	4,346	7,548	-	**11,894**	*10,686*	*11%*
Ross	5,000	*4,718,121*	4,927,627	1,518	2,637	1,100	**5,255**	*4,836*	*9%*
San Bruno	5,000	*91,107,386*	95,232,285	29,339	50,955	-	**80,294**	*72,137*	*11%*
San Carlos	5,000	*57,853,828*	60,349,667	18,592	32,291	1,100	**51,983**	*46,908*	*11%*
Saratoga	5,000	*40,467,358*	43,418,815	13,376	23,232	1,100	**37,708**	*33,141*	*14%*
South San Francisco	5,000	*295,477,400*	304,054,107	93,672	162,687	8,250	**264,609**	*242,203*	*9%*
Suisun City	5,000	*32,821,160*	34,060,045	10,493	18,224	2,750	**31,467**	*28,737*	*10%*
Tiburon	5,000	*17,614,548*	18,372,372	5,660	9,830	1,100	**16,590**	*15,047*	*10%*
Woodside	5,000	*9,313,538*	9,708,578	2,991	5,195	-	**8,186**	*7,375*	*11%*
Total		***$2,501,973,305***	**$2,651,939,922**	**$817,000**	**$1,418,949**	**$36,425**	**$2,272,374**	***$2,017,440***	***13%***
				0.0308					

P/Y Actual	$2,501,973,305	$718,000	$1,263,015	$36,425	$2,017,440
Incr./(Decr.)	149,966,617	99,000	155,934	0	254,934
% Change	6.0%	13.8%	12.3%	0.0%	12.6%

Notes:

Note 1: 2018/19 Total Insured property values obtained from Actuarial study

Note 2: 2019/20 Total Insured property values as submitted by members. Updated as of 3/25/19

Note 3: Rate for PLAN pool (from actuarial report dated March 26, 2019) allocated using Note 2.

Note 4: Estimated Premium by Alliant Property Insurance Program (APIP).

Note 5: Flood cost are based upon 2018/19 premiums with a 10% increase in premiums.

Note 6: Total 2019/12 Contributions by member (Total Notes 3 through 5).

Note 7: 2018/19 Contributions

Funding for the Pooled Layer

		18/19	19/20
Expected	Undiscounted	603,000	690,000
Expected	Discounted	593,000	678,000
70% confidence Level	Discounted	718,000	817,000
75% confidence Level	Discounted	781,000	887,000
80% confidence Level	Discounted	856,000	970,000
85% confidence Level	Discounted	950,000	1,073,000

PLAN JPA

PRELIMINARY 2019/2020 Operating Annual Budget

	2018/19 Approved Budget	2018/19 Projected Actuals	2019/20 Proposed Operating Budget	Prior Year Increase/ (Decrease)	Prior Year Percent Incr./(Decr.)	
Revenues:						
Contributions	$10,917,183	$10,917,183	**$11,950,985**	*1,033,802*	*9.5%*	
Funding from Equity	500,000	500,000	500,000	-	*0.0%*	
Investment Income	-	250,000	-	-	*0.0%*	
Total Revenues	***11,417,183***	***11,667,183***	**12,450,985**	*1,033,802*	*9.1%*	
Expenses						
Claims Expense	5,515,000	7,021,756	6,176,000	*661,000*	*12.0%*	a
Insurance Expense						
Insurance - Liability	1,860,145	1,842,545	2,139,168	*279,023*	*15.0%*	
Insurance - Property	1,263,015	1,259,874	1,418,949	*155,934*	*12.3%*	
Flood Insurance	36,425	39,565	36,425	-	*0.0%*	
	3,159,585	**3,141,984**	**3,594,542**	*434,957*	*13.8%*	b
Risk Management Grants						
Risk Management Fund	500,000	500,000	500,000	-	*0.0%*	
Administration						
Program Administration	817,614	817,614	842,142	*24,528*	*3.0%*	
Financial Audit	19,000	19,000	20,000	*1,000*	*5.3%*	
Actuarial Studies	31,000	27,810	36,000	*5,000*	*16.1%*	
Claims Admin & Audit	695,981	681,212	701,170	*5,189*	*0.7%*	
Legal Counsel	41,155	20,000	42,389	*1,235*	*3.0%*	
Risk Console Info System	20,000	19,000	20,000	-	*0.0%*	
Risk Control Services	305,585	340,085	305,585	-	*0.0%*	
Insurance	50,032	50,032	50,032	-	*0.0%*	
Bank/Investment Fees	-	29,000	30,000	*30,000*	*#DIV/0!*	
Meetings & Conferences:	-					
Meetings	16,000	15,000	16,000	-	*0.0%*	
Training & Workshops	3,000	3,000	3,000	-	*0.0%*	
Allowance for Contingencies	5,000	1,000	10,000	*5,000*	*100.0%*	
	2,004,367	**2,022,753**	**2,076,318**	*71,952*	*3.6%*	d
Total Expenses	***11,178,952***	***12,686,493***	**12,346,860**	*1,167,909*	*10.4%*	
Budgeted Net Income (Loss)	***238,231***	***(1,019,310)***	***104,125***	*(134,107)*	*-56.3%*	

Notes:

a Claims expenses are recorded at expected. The breakout of expenses by programs are:

	2018/19	2019/20	*Difference*	*% Difference*
Liability	$4,922,000	$5,498,000	*$576,000*	*11.7%*
Property	593,000	678,000	*85,000*	*14.3%*
Total	$5,515,000	$6,176,000	*$661,000*	*12.0%*

b Insurance expenses up by 14%. Liability program premiums will increase due to loss activity (Reinsurance will increase by 15% and excess premiums will go up 12%). Property rates are expected to be around 12% increase.

c Risk Management Grants are funded from the equity. Thus, a corresponding revenues has been recorded for budgeting purposes.

d Administration expenses are expected to increase by 3.6% in comparison to 18/19 budget. Majority of the expenses are related to contractual increase.

For 2019-2020

ABAG PLAN CORPORATION

Calculation of Experience Modification Factors by Member

Member (A)	2013-14 2017-18 Limited Incurred Losses (B)	2013-14 2017-18 Payroll (00) (C)	Percent Incurred Losses (D)	Percent Payroll (E)	Indicated Differential (F)	Credibility (G)	Indicated Experience Modification Factor (H)	Adjusted Experience Modification Factor (I)
American Canyon	63,315	330,129	0.4%	1.8%	0.206	50%	60%	61%
Atherton	149,337	205,706	0.9%	1.1%	0.781	40%	91%	92%
Benicia	957,545	886,446	5.6%	4.8%	1.161	70%	111%	112%
Burlingame	798,054	1,151,631	4.7%	6.3%	0.745	80%	80%	80%
Campbell	645,811	1,044,925	3.8%	5.7%	0.664	80%	73%	73%
Colma	54,543	220,217	0.3%	1.2%	0.266	40%	71%	71%
Cupertino	265,387	892,786	1.6%	4.9%	0.320	70%	52%	53%
Dublin	185,652	532,457	1.1%	2.9%	0.375	60%	62%	63%
East Palo Alto	371,838	483,958	2.2%	2.6%	0.826	60%	90%	90%
Foster City	158,649	1,002,570	0.9%	5.5%	0.170	80%	34%	34%
Half Moon Bay	103,815	115,872	0.6%	0.6%	0.963	30%	99%	99%
Hillsborough	396,176	529,388	2.3%	2.9%	0.805	60%	88%	89%
Los Altos Hills	297,323	93,470	1.7%	0.5%	3.420	20%	148%	149%
Los Gatos	172,164	792,874	1.0%	4.3%	0.233	70%	46%	47%
Millbrae	873,015	448,311	5.1%	2.4%	2.094	60%	166%	166%
Milpitas	1,306,298	1,768,099	7.7%	9.7%	0.794	90%	81%	82%
Morgan Hill	1,195,763	1,080,589	7.0%	5.9%	1.190	80%	115%	116%
Newark	1,079,342	814,996	6.3%	4.5%	1.424	70%	130%	130%
Pacifica	1,500,407	839,480	8.8%	4.6%	1.922	70%	165%	165%
Portola Valley	2,051	66,741	0.0%	0.4%	0.033	20%	81%	81%
Ross, Town of	0	92,840	0.0%	0.5%	0.000	20%	80%	80%
San Bruno	1,798,981	1,336,534	10.6%	7.3%	1.447	80%	136%	136%
San Carlos	1,727,596	357,739	10.1%	2.0%	5.192	50%	310%	311%
Saratoga	771,073	305,142	4.5%	1.7%	2.717	50%	186%	187%
South SF	1,940,328	2,298,732	11.4%	12.6%	0.907	90%	92%	92%
Suisun City	82,703	289,458	0.5%	1.6%	0.307	50%	65%	66%
Tiburon	48,321	229,109	0.3%	1.3%	0.227	40%	69%	69%
Woodside	79,544	93,802	0.5%	0.5%	0.912	20%	98%	99%
Total	17,025,031	18,303,999	100.0%	100.0%	1.000	100%	100%	100%

(B) Based on losses limited to $250,000 for 2013-14 to 2017-18 from Exhibit 1, Page 8
(C) Based on payroll for 2013-14 to 2017-18 from Exhibit 3, Page 3
(D) (B) / Total (B)
(E) (C) / Total (C)
(F) (D) / (E)
(G) [(C) / ((C) + 30,000,000)]. Limited to minimum of 10% and maximum of 90%, and rounded to the nearest 10%.
(H) ((F) x (G)) + (1.00 - (G))
(I) Adjusted for off-balance using payroll as weights.

For 2018-2019

ABAG PLAN CORPORATION

Calculation of Experience Modification Factors by Member

Member (A)	2012-13 to 2016-17 Limited Incurred Losses (B)	2012-13 to 2016-17 Payroll (00) (C)	Percent Incurred Losses (D)	Percent Payroll (E)	Indicated Differential (F)	Credibility (G)	Indicated Experience Modification Factor (H)	Adjusted Experience Modification Factor (I)
American Canyon	59,715	312,764	0.3%	1.8%	0.176	50%	59%	60%
Atherton	145,636	195,806	0.8%	1.1%	0.684	40%	87%	89%
Benicia	1,467,714	840,338	7.6%	4.7%	1.606	70%	142%	145%
Burlingame	898,250	1,164,193	4.7%	6.6%	0.709	80%	77%	78%
Campbell	772,558	992,886	4.0%	5.6%	0.715	80%	77%	79%
Colma	143,061	214,559	0.7%	1.2%	0.613	40%	85%	86%
Cupertino	833,226	829,117	4.3%	4.7%	0.924	70%	95%	96%
Dublin	232,890	509,671	1.2%	2.9%	0.420	60%	65%	66%
East Palo Alto	178,182	478,199	0.9%	2.7%	0.343	60%	61%	62%
Foster City	160,494	975,669	0.8%	5.5%	0.151	80%	32%	33%
Half Moon Bay	80,001	95,871	0.4%	0.5%	0.767	20%	95%	97%
Hillsborough	338,112	559,333	1.8%	3.2%	0.556	70%	69%	70%
Los Altos Hills	237,281	92,325	1.2%	0.5%	2.363	20%	127%	130%
Los Gatos	389,363	780,139	2.0%	4.4%	0.459	70%	62%	63%
Millbrae	1,076,570	466,835	5.6%	2.6%	2.120	60%	167%	170%
Milpitas	815,490	1,719,318	4.2%	9.7%	0.436	90%	49%	50%
Morgan Hill	1,439,736	1,044,343	7.5%	5.9%	1.268	80%	121%	124%
Newark	1,302,630	739,177	6.8%	4.2%	1.620	70%	143%	146%
Pacifica	1,787,290	850,407	9.3%	4.8%	1.932	70%	165%	168%
Portola Valley	24	61,959	0.0%	0.3%	0.000	20%	80%	82%
Ross, Town of	159,760	85,602	0.8%	0.5%	1.716	20%	114%	116%
San Bruno	1,610,447	1,287,451	8.4%	7.3%	1.150	80%	112%	114%
San Carlos	2,116,027	370,613	11.0%	2.1%	5.249	60%	355%	362%
Saratoga	604,527	294,337	3.1%	1.7%	1.888	50%	144%	147%
South SF	2,020,517	2,170,033	10.5%	12.2%	0.856	90%	87%	89%
Suisun City	85,903	278,535	0.4%	1.6%	0.284	50%	64%	65%
Tiburon	313,026	224,253	1.6%	1.3%	1.283	40%	111%	113%
Woodside	13,745	94,692	0.1%	0.5%	0.133	20%	83%	84%
Total	19,282,175	17,728,427	100.0%	100.0%	1.000	100%	98%	100%

(B) Based on losses limited to $250,000 for 2012-13 to 2016-17 from Appendix E, Page 4b.
(C) Based on payroll for Incurred Losses from Appendix D, Page 2.
(D) (B) / Total (B)
(E) (C) / Total (C)
(F) (D) / (E)
(G) [(C) / ((C) + 30,000,000)]. Limited to minimum of 10% and maximum of 90%, and rounded to the nearest 10%.
(H) ((F) x (G)) + (1.00 - (G))
(I) Adjusted for off-balance using payroll as weights.

Agenda Item 7.B.

FINANCIAL MATTERS

SUBJECT: Report from PLAN JPA's Finance Manager

BACKGROUND AND HISTORY:

Ritesh Sharma, PLAN JPA's Finance Manager, will be in attendance to provide an update on the following financial matters:

- ABAG Dissolution/Audit:
  ABAG PLAN, a non-profit organization, is going through an annual financial audit as of June 30, 2018. The financial audit report shall contain a subsequent event footnote describing ABAG PLAN closing down and transferring its Assets, Liabilities and Net Position to PLAN JPA effective July 1, 2018.

  We have received the final draft financials from the auditor and are in the process of reviewing footnote and disclosures. Subsequent to the completion of the financial audit, a final tax return will be prepared. Submission of the final tax return shall help facilitate the dissolution of ABAG PLAN.

- Unaudited Financial Statements as of December 31, 2018
  Enclosed in the agenda are the unaudited Statement of Net Position (Balance Sheet) and Statement of Revenues, Expenses and Changes in Net Position (Income Statement) as of December 31, 2018, and June 30, 2018. In the future, the quarterly financial statements are going to be added as part of the consent agenda.

RECOMMENDATION:

Staff recommends the Board of Directors approve the unaudited financial statements as of December 31, 2018.

REFERENCE MATERIALS ATTACHED:

- Financial Statements of December 31, 2018

PLAN JPA
Statement of Net Position
As of December 31, 2018 and June 30,2018
(Unaudited)

	12/31/2018	6/30/2018	Change $	Change %
Assets				
Cash - Operating Accounts	$ 900,336	$ 720,649	$ 179,687	25%
Cash - LAIF (FMV)	39,065	12,037,385	(11,998,320)	-100%
Cash - CAMP Liquid	12,704,175	-	12,704,175	
Cash - Investments (FMV)	32,836,094	27,405,828	5,430,266	20%
Cash - Restricted (York Trust)	138,755	211,230	(72,475)	-34%
Accounts Receivable	595,227	670,318	(75,091)	-11%
Accounts Receivable- Reinsurance/Excess	-	2,500,000	(2,500,000)	-100%
Prepaid Insurance	1,595,382	-	1,595,382	
Prepaid Expenses	204,404	258,223	(53,819)	-21%
Interest Receivable	154,611	98,141	56,470	58%
Total Assets	49,168,049	43,901,774	5,266,275	12%
Liabilities				
Accounts Payable	111,219	344,849	(233,630)	-68%
Accrued Liabilities - Other	2,276	2,276	-	0%
Risk Management Grant Fund Liability	561,177	471,706	89,471	19%
Unearned Premiums	5,458,593	-	5,458,593	
Reserve for Known Claims, IBNR & ULAE	18,483,464	19,083,000	(599,536)	-3%
Total Liabilities	24,616,729	19,901,831	4,714,898	24%
Net Position	$ 24,551,320	$ 23,999,943	$ 551,377	2%

(1)"Reserves for IBNR & ULAE" is stated at discounted, expected confidence level.

PLAN JPA
Budget vs Actual
For the Six Months Ended December 31, 2018
(Unaudited)

	2018-19 Annual Budget	Budget Prorated As of 12/31/2018	Actuals As of 12/31/2018	Variance $	Variance %
Revenues					
Member Contributions-Liability	$ 6,895,376	$ 3,447,688	$ 3,447,688	$ (1)	0%
Member Contributions-Property	2,017,440	1,008,720	1,008,721	1	0%
Member Contributions-Administration	2,004,367	1,002,184	1,002,185	1	0%
Funding from Equity	500,000	250,000		(250,000)	-100%
Misc. Income			10	10	
Interest Income			758,001	758,001	
Total Income	11,417,183	5,708,592	6,216,604	508,013	9%
Expenses					
Claims Expense:					
Claims Paid - Net	5,515,000	2,757,500	3,357,036	(599,536)	-18%
Change in Claims Liabilities	-	-	-599,536	599,536	
Sub-total Claims Expense	5,515,000	2,757,500	2,757,500	0	0%
Other Direct Expenses:					
Excess Insurance-Liability	1,860,145	930,073	930,072	1	0%
Purchased Insurance-Property	1,299,440	649,720	649,719	1	0%
Risk Management Grant	500,000	250,000	498,231	(248,231)	-50%
Claims Management Fees	695,981	347,991	338,992	8,999	3%
Sub-total Other Direct Expenses	4,355,566	2,177,783	2,417,014	(239,231)	-10%
Total Direct Expenses	9,870,566	4,935,283	5,174,514	(239,231)	-5%
Administrative Expenses					
Risk Console Info System	20,000	10,000		10,000	#DIV/0!
Risk Control Services	305,585	152,793	37,112	115,681	312%
Legal Services	41,155	20,578	1,846	18,732	1015%
Actuarial Studies	31,000	15,500	2,360	13,140	557%
Audit Fees	19,000	9,500	8,000	1,500	19%
Board & Committee Meetings	16,000	8,000	3,149	4,851	154%
Professional Training & Workshops	3,000	1,500		1,500	
Miscellaneous Expense	5,000	2,500	20	2,480	12400%
Insurance	50,032	25,016	15,591	9,425	60%
Bank Fees		-	13,827	(13,827)	-100%
Program Administration	817,614	408,807	408,807	0	0%
Total Administrative Expenses	1,308,386	654,193	490,712	163,481	33%
Change in Net Position	$ 238,231	$ 119,116	$ 551,378	$ 432,263	363%

Agenda Item 7.C.

FINANCIAL MATTERS

SUBJECT: Financial Audit Contract

BACKGROUND AND HISTORY:

Maze & Associates (Maze) has provided independent financial auditing services to PLAN JPA since 2009. ABAG PLAN went out for bid for audit services in 2015 and Maze won the contract. The current partner has been on the engagement since 2016. At the Executive Committee Meeting on June 6, 2018, the Committee discussed going out to Request for Proposal (RFP) after approving one-year extension of Maze to conduct audit ending June 30, 2018.

Attached for the Executive Committee's review and approval is a sample RFP for audit services for financial services ending June 30, 2019. The RFP will be issued to the auditing firms qualified to audit risk sharing pools. Staff will compile the results of the RFP and provide recommendations at the next Executive Committee meeting.

RECOMMENDATION:

Staff recommends the Executive Committee review and approve the Draft Request for Proposal for Financial Auditing Services.

REFERENCE MATERIALS ATTACHED:

- Draft PLAN JPA Request for Proposal for Financial Auditing Services

REQUEST FOR PROPOSAL

FOR

INDEPENDENT FINANCIAL AUDIT SERVICES

FOR

POOLED LIABILITY ASSURANCE NETWORK JOINT POWERS AUTHORITY (PLAN JPA)

RETURN PROPOSALS TO:

RITESH SHARMA
FINANCE MANAGER
PLAN JPA
1750 CREEKSIDE OAKS DRIVE, SUITE 200
SACRAMENTO, CA 95833

DEADLINE FOR FILING:
May 17, 2019

REQUEST FOR PROPOSALS
FOR
INDEPENDENT FINANCIAL AUDIT SERVICES
FOR
POOLED LIABILITY ASSURANCE NETWORK
JOINT POWERS AUTHORITY

TABLE OF CONTENTS

I. INTRODUCTION

Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA) is a joint powers insurance authority consisting of 28 member cities in the San Francisco bay area. Members of PLAN JPA collectively share the risk of self-insured losses and purchase a broad range of risk management services including, but not limited to program administration, accounting and finance, claims administration, risk control, loss prevention, actuarial services, training and education, and legal services to support the shared risk programs. PLAN JPA members are:

City of American Canyon	Town of Atherton
City of Benicia	City of Burlingame
City of Campbell	Town of Colma
City of Cupertino	City of Dublin
City of East Palo Alto	City of Foster City
City of Half Moon Bay	Town of Hillsborough
Town of Los Altos Hills	Town of Los Gatos
City of Millbrae	City of Milpitas
City of Morgan Hill	City of Newark
City of Pacifica	Town of Portola Valley
Town of Ross	City of San Bruno
City of San Carlos	City of Saratoga
City of South San Francisco	City of Suisun City
Town of Tiburon	Town of Woodside

Originally created in 1986 by the Association of Bay Area Governments (ABAG), PLAN JPA was formed as a non-profit public benefit corporation to assist member communities that were struggling to obtain affordable liability insurance. PLAN JPA has since transitioned to a joint powers insurance authority.

PLAN JPA provides general liability and property coverages to its members. The coverage limits are:

General Liability
Member Deductible: $25,000, $100,000, $250,000
PLAN JPA SIR: Member deductible to $2.5 million
Reinsurance: $2.5 million to $5 million
Excess: $5 million to $30 million

Property
Member Deductible: $5,000
PLAN JPA SIR: member deductible to $225,000
Excess: $225,000 to $1 billion

An actuarial study is done annually and claims audits are conducted biennially.
PLAN JPA is currently administered by York Risk Services staff under the direction of a Board of Directors, comprised of its member cities. The financial statements are prepared using full

accrual basis, utilizing Microsoft Business Solutions/Great Plains Software. The audit fieldwork is to be conducted in Sacramento, California.

Please review the recent audit report for further information.

Auditors are requested to submit a proposal to provide the PLAN JPA with audit services for a period of three years beginning with the fiscal year ending June 30, 2019. A copy of the most recent financial audit is included with this Request for Proposal.

II. SCOPE OF SERVICES

A. The audit shall be made in accordance with *Auditing Standards Generally Accepted* in the *United States of America* and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Controller General of the United States, and the State Controller's *Minimum Audit Requirements and Reporting Guidelines for California Special Districts.*

B. The audit shall include a Report on Compliance and on Internal Controls over Financial Reporting in accordance with *Government Auditing Standards*. The auditor shall communicate any reportable conditions found during the audit.

C. Prepare a management letter, if necessary, with statements, observations, opinions, comments, or recommendations with regards to the financial statements of the PLAN JPA and its systems of internal control.

D. The auditor's report must be completed and delivered to the PLAN JPA no later than November 30th, following the end of the year being audited.

E. The auditors will be required to present the audit report to the Executive Committee annually. The Executive Committee meetings are generally held in San Bruno, CA or at an otherwise pre-announced location.

III. PROPOSAL REQUIREMENTS

Each Proposal shall contain as a minimum:

A. **Organization**: A brief description of your firm. Please include the name of the individual to contact for further information, if necessary, and the name of the lead person who will conduct the audit, if different, as well as a summary of similar work or audits performed by your firm in the immediate past two years. Please also include references.

B. **Personnel**: A description of the qualification of all professional personnel who will be conducting the audit. This should include a brief resume of each professional and a summary of similar work of audits performed.

C. **Methodology**: A description of your overall approach to the audit, including the work plan, specific techniques that will be used, specific administrative and operational management expertise, and auditing principles/standards that will be employed. Please provide a statement of assurance that the timeliness of the audit reports can be achieved.

D. **Conflict of Interest**: Disclosure of any past or current business or other relationship with the PLAN JPA or any of its member districts that may have an impact upon the outcome of the audit. Include a listing of any current clients that may have a financial interest in the outcome of the audit.

E. **Cost**: The total contract bid price or cost, by year, your firm is proposing to the PLAN JPA. The total cost must be an exact amount. The cost must be detailed as to classes of personnel to be used in the audit and include the estimated number of hours and cost for each class. Other costs including travel and other out-of-pocket costs may also be included. Please submit your bid price in the following format:

Auditor Classification	**Hours**	**Rate**	**Total Cost**
Travel and other out-of-pocket costs			
Total first year fee			

We agree to perform the audit specified at a total cost not to exceed:

$______________ For the fiscal year ending June 30, 2019

$______________ For the fiscal year ending June 30, 2020

$______________ For the fiscal year ending June 30, 2021

IV. INSURANCE REQUIREMENTS

Proposers shall take out and maintain during the entire term of the agreement insurance pertaining to the activities associated with the agreement. Proposers will be required to obtain, at its own cost and expense; all insurance endorsements required below and shall provide evidence of such insurance and endorsements to the PLAN JPA prior to commencing work.

Insurance:

Workers' Compensation	- Statutory limits
Employer's Liability	- $1,000,000 per occurrence
Commercial General Liability & Property Damage	- $1,000,000 CSL per occurrence, $2,000,000 CSL Aggregate
Professional Liability	- $1,000,000 per claim, $2,000,000 Policy Aggregate

V. SELECTION PROCESS

Upon receipt of the proposal, the staff of the PLAN JPA will review each firm's response to this Request for Proposal. Failure to properly address all the items set forth above may disqualify the prospective auditor's proposal. PLAN JPA reserves the right to reject any or all proposals at its sole discretion. At their discretion, staff may interview one or more firms to further assist in the review process. PLAN JPA reserves the right to award the contract to the auditor at its discretion depending upon multiple areas of criteria.

All proposals must be received in our office via email to Ritesh Sharma by 5:00 p.m. on May 17, 2019. Late proposals will be rejected. Any questions concerning this RFP should be addressed to:

Ritesh Sharma

PLAN JPA

1750 Creekside Oaks Drive, Suite 200

Sacramento, CA 95833

Phone: 916.244.1146

Email: rsharma@yorkrisk.net

The following is the selection timetable:

May 17, 2019	**Proposals due by 5:00 p.m.**
June 6, 2019	**Executive Committee approves selection of the firm**

PLAN JPA reserves the right to cancel and/or modify the above dates at anytime or to make a dual appointment.

ATTACHMENT A
Request for Proposal Distribution Listing

Mrs. Elizabeth Sav
Crowe Horwath LLP
400 Capital Mall, Suite 1400
Sacramento, CA 95814
(916) 441-1000

Mr. Kevin Wong
Gilbert Accountancy Corporation
2880 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833
(916) 646-6464

Mr. Jeff Gamir and Mr. Jesse Deol
James Marta & Company, LLP
701 Howe Avenue, Suite E3
Sacramento, CA 95825
(916) 993-9494

Mr. William Patterson
Sampson, Sampson, & Patterson LLP
3148 Willow Avenue, Suite 102
Clovis, CA 93612
(559) 291-0277

Agenda Item 8.A.

RISK CONTROL MATTERS

SUBJECT: Update from Risk Management Committee Meeting

BACKGROUND AND HISTORY:

The Risk Management Committee (RMC) met on March 25, 2019, and staff provided them with the following updates and information:

- Updates on the 2018/19 Risk Control Plan which included an overview of services, status of the Grant Fund Program, and status of the Sewer Summit.
- Key items of focus for the 2019/20 Risk Control Plan which included focused risk assessments, defensive driver training, regional trainings, member-directed services, access to risk control and management consultation, and a flexible risk service plan.
- Approval of the proposed amendments to the Grant Fund Guidelines in regards to direct reimbursement. All grant fund reimbursements will be addressed and issued to the member agency instead of the individual employee.
- Direction provided to staff to explore fixed contract pricing options for American's with Disabilities Act (ADA) Services.

Additionally, the RMC reviewed all proposals provided in response to the Request for Proposal (RFP) for Risk Control Services. More information on the RFP process and selection is provided in Agenda Item 8.B.

RECOMMENDATION:

None

REFERENCE MATERIALS ATTACHED:

None

Agenda Item 8.B.

RISK CONTROL MATTERS

SUBJECT: Risk Control Services Request for Proposal

BACKGROUND AND HISTORY:

At their June 6, 2018, meeting, the Executive Committee approved a one-year contract with Bickmore (now York Pooling) for Risk Control Services. To conduct its due diligence, the Executive Committee agreed they wished to issue a Request for Proposal (RFP) for risk control services for the upcoming 2019/20 program year.

On January 28, 2019, the RFP was made available on the PLAN JPA, California Association of Joint Powers Authorities (CAJPA), and the Public Agency Risk Management Association (PARMA) websites. Additionally the RFP was provided to DKF Solutions and Du-All Safety directly. Questions were due on March 1st and responses were provided on March 8th.

Proposals were due on March 15th by 5:00 p.m. PLAN JPA received proposals from the following:

- York Pooling

The proposals were sent to the Risk Management Committee on March 18th for review and at their March 25, 2019, meeting, the Risk Management Committee voted and unanimously approved the proposal from York Pooling be recommended for approval by the Executive Committee.

RECOMMENDATION:

The PLAN JPA Risk Management Committee recommends the Executive Committee consider and approve the proposal for Risk Management and Loss Control Services from York Pooling. Staff makes no recommendation regarding selection as there is a financial interest in the outcome.

REFERENCE MATERIALS ATTACHED:

- PLAN JPA Request for Proposal Response: York Pooling

MARCH 15, 2019

Pooled Liability Assurance Network Joint Powers Authority

Proposal for: Public Entity Risk Management & Loss Control Services

Submitted By:

Enriqueta Castro
Director, Risk Control Services

p. 916.244.1107
e. Enriqueta.castro@yorkrisk.com

1750 Creekside Oaks Drive, Suite 200
Sacramento, CA 95833

Behind every good outcome.

york.

March 15, 2019

Ms. Katie Sullivan
Pooled Liability Assurance Network Joint Powers Authority
1750 Creekside Oaks Drive, Suite 200
Sacramento, CA 95833
Via email: Katie.sullivan@yorkrisk.com

RE: Proposal for Public Entity Risk Management & Loss Control Services

Dear Ms. Sullivan,

Thank you for the opportunity to provide public entity risk management and loss control services to the Pooled Liability Assurance Network Joint Powers Authority (PLAN). As experts in risk management and with a focus on risk control, York has the depth and breadth of experience to meet PLAN's needs. The enclosed proposal details our professional qualifications and experience to assist the JPA with its risk control goals.

Our expertise guides people and organizations to prevent risks and increase health, work, and productivity. Our integrated and customized risk solutions deliver results you can see and feel.

The main contact for this project will be:

- Terrie Norris, Senior Manager, Risk Control Services
  1750 Creekside Oaks Drive, Suite 200, Sacramento, CA 95833
  916.290.4655/ terrie.norris@yorkrisk.com

We appreciate your confidence in considering York and look forward to working with you. It's our commitment to achieving superb quality in an industry where consistency is everything. At York, we believe that every entity is unique. And it's our responsibility to understand that entity and its needs, so we can drive the best outcome.

Respectfully submitted,

Enriqueta Castro, CSP	**Jeff Johnston, CSP, ARM, ALCM**
Director, Risk Control	Vice President, Pooling

york.

Table of Contents

Section 1

Executive Summary

EXECUTIVE SUMMARY

York (formerly Bickmore) has extensive experience in providing risk control services to public agencies, including over 16 joint powers authorities (JPAs). Through JPAs or a la carte risk control services we have worked with over 200 cities similar to PLAN's members. York has the broad expertise necessary to address PLAN's needs.

Our team specializes in building close relationships to ensure we understand the unique exposures of our clients and develop reasonable and feasible solutions. York personnel have the technical experience and credentials like many other safety firms, but our ability to engage with clients to simply and effectively implement action items differentiates us. Whether it's performing safety and compliance audits, delivering training, or providing advice, we recognize the importance of customizing the message to the audience and making it simple to understand.

We also differentiate ourselves by going beyond assessing safety programs and providing recommendations by assisting members with implementation. This hands-on experience has helped us better understand how to work within the complexities of public entities and the layers of regulations and standards to prompt action, obtain buy-in, and get results.

Regardless of the type of service or audience - York makes it simple. We put our clients at ease, allowing them to accomplish action items without becoming overwhelmed. Once employees see the value of a few simple actions, momentum increases and they take on other, more complex activities willingly.

Section 2

York Overview

About York

In May 2014, Bickmore was acquired by York Risk Services Group (York), a leading risk solutions provider, and was rebranded as York in December of 2018.

For more than 55 years, York has been delivering results our clients can see and feel. As a leading risk solutions provider, we serve public and private entities to reduce risk and drive high-quality outcomes. We do this by offering integrated and customized solutions, including risk management, risk control, claims administration, managed care, and absence management. With our data-driven and compassionate approach, we deliver on our mission of reducing risk and getting people and organizations back to health, work, and productivity.

York is an industry leader. We provide comprehensive solutions for risk control, including assessments, training, evaluations, program development, loss analysis, and more. We help our clients optimize risk selection, reduce loss frequency and severity, match premiums to exposures, and drive results you can see and feel.

More than 50% of our staff holds advanced degrees and professional designations in risk management, risk control, insurance underwriting law, workers' compensation, claims management, and accounting. The diverse background of our professionals enables us to address a broad array of risk-related management and technical topics. In addition to our risk control expertise, we conduct risk retention analyses, self-insurance funding studies, claims audits, due diligence insurance coverage analysis, broker selection, risk-related staffing studies, and more. In short, no risk-related assignment is beyond our capabilities.

York Risk Control has worked with over 16 self-insurance pools and over 200 cities nationwide with a majority of our work focused in California. Through our work with joint powers authorities (JPAs), and providing a la carte risk control services, our California risk control team has provided safety services to address a broad range of public entity risks and public safety issues.

WHO WE SERVE

Corporations

Insurance Industry

Public Entities

INTEGRATED+ CUSTOMIZED SOLUTIONS

55+ *years of experience*

RESULTS YOU CAN *see and feel*

Independence

The York Sacramento Office is the largest non-brokerage affiliated risk management firm in California and second largest in the nation. As such, we do not provide insurance placement services. This independence allows us to maintain our focus on providing the highest quality of service, risk management leadership, and support to ensure the JPA and its individual member's goals and objectives are met.

York does not sell insurance, nor are we owned by or affiliated with any insurer, broker or agent. This independence allows us to perform consulting activities free from conflicts of interest.

Insurance

York can meet the minimum insurance requirements, per the RFP. We will utilize our umbrella insurance to maintain the $2 million per accident and $5 million per aggregate for general liability and auto liability. Please note that we do not add additional insureds under the umbrella or the professional liability policies due to the nature of those policies.

Section 3

Solutions

1. Meeting Obligations

PLAN is a property and liability JPA consisting of 28 municipalities within the Bay Area. PLAN's members are located as far north as Suisun City, California, and as far south as Morgan Hill, California. The JPA uses a combination of self-insurance, traditional insurance, and pooled-self-insurance to fund the membership.

The Liability Pool provides Comprehensive General and Auto Liability coverage for Bodily Injury, Property Damage, Personal Injury, and Public Officials Errors & Omissions.

The Property Pool includes Flood, Boiler & Machinery and Auto Physical Damage coverage for member vehicles, including high-value specialty vehicles such as fire trucks and street sweepers.

We understand PLAN seeks a firm with specific expertise in public entities to provide risk management and loss control services.

York understands that consistency and a bond of trust between the JPA, its Board, and its Members, are keys to a strong, successful working relationship. Based on our experience, we also know that providing quality service depends on matching the right team and talents to the task. York's risk control team consists of highly experienced and specialized professionals, which gives the group the depth of resources to meet its loss control needs. Our risk control service offerings are high quality products but simply designed for the user. With easy-to-use resources, we intend to take your safety culture to the next level by focusing on *why* safety matters. Everything we provide is aimed to help inspire and motivate managers, supervisors, and employees to make a difference by being safe and productive. A dedicated risk control manager to PLAN will lead the York team and services to members.

We are also the incumbent risk control service provider to PLAN. Our team provided risk control services in 2018 and we intend to build on the momentum and activities that have been started. A core service plan was developed by York Risk Control to address the group's risk management objectives. (See exhibit 3.1 on the following page portraying a profile of public services by each PLAN member)

Exhibit 3.1 – PLAN Profile of Public Services by Member

Member	Orientation Meeting	Number of FTE	Police	Fire	Pools	Aquatic Centers (slides/splash parks)	Water	Storm Water	Waste Water/Treatment	Sewer	Solid Waste	Parks (#)	Senior/Youth/Community Center	Playgrounds	Golf Course	After school programs	Risk/Safety Committee (frequency)	Skate Parks	Dog Parks	Sports Center	City hosts special events	Volunteers	Sidewalks	Urban Forest	Work
American Canyon	8.1.18	87			x		x	x	x	x		x	x	x		x	x	x	x	x	x	x	x	x	SHARP
Atherton	7.13.18	38	x									x		x							x	x		x	Cities Grp
Benicia	8.28.18	230-250	x	x	x		x	x	x	x		x	x	x		x	x	x	x	x	x	x	x	x	LAWCX
Burlingame	8.27.18	212	x				x	x	x	x		x	x	x	x	x	x		x	x	x	x	x	x	Excess only
Campbell	7.26.18	172	x		x	x		x				x	x	x		x	x	x		x	x	x	x	x	Excess only
Colma	8.28.18	50	x					x				x	x	x		x	x		x		x	x	x	x	CSAC EIA
Cupertino	10.16	180			x							x	x	x	x	x	x		x	x	x	x	x	x	x
Dublin	7.18.18	90			x	x						x	x	x		x	x	x	x	x	x	x	x	x	Cities Grp
East Palo Alto	8.15.18	112	x					x				x	x	x			x	x		x	x	x	x	x	State Fund
Foster City	8.27.18	180	x	x			x	x	x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	Cities Grp
Half Moon Bay	9.11.18	39						x		x		x	x	x			x	x	x		x		x	x	Cities Grp
Hillsbourough	9.18.18	87	x				x	x		x		x		x			x				x	x		x	Cities Grp
Los Altos Hills	8.15.18	22								x		x	x	x					x	x	x			x	SHARP
Los Gatos	7.26.18	130-150	x					x				x		x			x			x	x	x	x	x	LAWCX
Millbrae	9.17.18	108					x	x	x	x		x	x	x		x		x		x	x	x	x	x	CSAC EIA
Milpitas	8.14.18	390	x	x	x		x	x	x	x		x	x	x		x	x	x	x	x	x	x	x	x	Excess
Morgan Hill	9.10.18	200	x	x	x	x	x	x		x		x	x	x		x	x	x	x	x	x	x	x	x	LAWCX
Newark	9.18.18	153	x		x	x		x				x	x	x		x	x	x	x	x	x	x	x	x	LAWCX
Pacifica	8.29.18	140	x	x	x			x	x	x		x	x	x		x	x	x			x	x	x	x	MPA
Portola Valley	9.11.18	16						x				x		x				x			x	x		x	State Fund
Ross	9.5.18	21	x					x				x				x	x				x	x	x	x	SHARP
San Bruno	9.17.18	250	x	x	x		x	x	x	x		x	x	x		x	x		x	x	x	x	x	x	CSAC EIA
San Carlos	7.18.18	75		x		x						x	x	x		x	x		x	x	x	x	x	x	Cities Grp
Saratoga	7.17.18	60										x	x	x			x			x	x	x	x	x	SHARP
S.San Francisco	8.29.18	446	x	x	x			x	x	x		x	x	x		x	x	x	x		x	x	x	x	CSAC EIA
Suisun City	9.6.18	125	x	x				x		x		x	x	x		x			x	x	x	x	x	x	LAWCX
Tiburon	9.6.18	42	x					x				x		x			x			x			x	x	Bay Cities
Woodside	8.15.18	20						x		x		x		x							x	x	x	x	State Fund

York will work with the JPA to establish an annual plan that includes measureable risk management goals in specific areas. All risk management services identified in the work plan will address these goals.

A. Detailed Work Plan

Below is a detailed approach to providing the scope of services outlined in the RFP.

1. *Provide a comprehensive menu of consulting and technical information services in line with liability driven loss reduction work plans.*

Below is a menu of core services to identify the group's liability risks and to develop member specific work plans for controls.

Risk Assessments
Conduct annual risk assessments. Each year, the assessment surveys will focus on PLAN performance measures for a preselected risk exposure(s) from the following topics.

- ADA Compliance and Transition Plans
- Aquatics Programs
- Claim Reporting and Follow-up
- Contractor Selection and Control
- Contractual Risk Transfer
- Employment Best Practices
- Facilities Maintenance and Hazard Identification
- Fire Risk Management
- Injury & Illness Prevention Program (IIPP)
- Playground Safety
- Risk Management Goals and Action Plans
- Risk Management Organization
- Risk Management Policy
- Road Maintenance
- Sidewalk Inspection and Maintenance
- Special Events and Facility Rentals
- Urban Forest Management (Trees and Vegetation)
- Vehicle Use and Operations

Risk Management Software Refinement and Management
Automate the focused survey assessment process using the Ventiv/Risk Console solution. The solution will improve efficiencies and improve data collection, warehousing, and reporting

Risk Control Service Days on Request
Provide risk control service days to assist with liability risk management. Services may include assistance with best practice recommendations identified in risk assessments, provision on-site training, risk management committee meeting participation/facilitation, development of written programs, facility inspections, and other consulting services.

Driver Training on Request
Provide on-site Defensive Driving training. York provides and/or coordinates the following driver safety workshops.

- Defensive Driver Safety
- Behind the Wheel Training
- Distracted Driving Awareness
- Commercial Vehicle Safety (CHP)
- Towing and Trailer Safety
- Wheelchair Securement Training

2. *Provide both liability and property driven risk identification, and related workers' compensation analysis and correction implementation strategies.*

Outlined below is a strategic plan for training and implementation, IIPP planning, and occupational health and safety program planning to assist PLAN in successfully meeting its safety goals.

Action Plan
The PLAN Risk Control Manager, Terrie Norris, will meet with the PLAN Risk Management Committee and designated leaders to understand the group safety and risk management goals and priorities. This will include establishing benchmarks and performance measures. These meetings are essential to the success of our objectives.

Injury & Illness Program Review
As the incumbent risk control services provider, York has met with members to review the written IIPP and department addendums. We plan to build on the implementation activities such as discussing the member's processes and record-keeping requirements. York will also be engaging the members' safety committees.

Health and Safety Program Development
Our team will assist in identifying member-wide and department-specific Cal/OSHA regulatory requirements. A review of existing written programs and procedures will be conducted and, where required, assistance with developing and/or updating programs will also be provided. Our experts can assist with the effective implementation of these programs and procedures. In addition, our risk control manager will serve as a technical advisor to PLAN's Risk Management Committee and will participate in meetings.

Occupational Health and Safety Consulting and Training Services
As the Risk Control Manager, Terrie Norris will be available to provide consultative services to all members. Terrie can also utilize the expertise of the York risk control team, which consists of 16 safety professionals with a wide variety of safety and risk management specialties.

In addition, members will have access to hundreds of online training videos and safety training handouts. York will work with each member to identify training preferences, such as in-person, on the job, online courses, streaming videos, tailgate training handouts, etc.

Safety Training Services
On-site training and train-the-trainer sessions will be arranged and provided to departments as requested. At the conclusion of our trainings, the department will receive a sign-in sheet, copy of the presentation, certificates of completion, and course evaluations. We are committed to presenting customized trainings which ensure each member's needs are addressed.

Safety Inspections
Safety inspections will be conducted and documented as requested by the member. The inspections will assist with IIPP compliance as well as additional regulatory requirements. York has a variety of inspection checklists available to members.

Ergonomic Consulting

The York team is available to conduct office and industrial evaluations. Office ergonomics training and customized industrial training for public works, police, and fire environments are available. Assistance with a written ergonomic program is also available in the event a program is required by Cal/OSHA.

3. *Conduct risk management assessment utilizing Ventiv/Risk Console (or named alternative) and develop risk management loss reduction strategies.*

The York Risk Control Manager has been working with the Ventiv development team to create an online solution for focused liability assessment surveys. Numerous self-assessment forms have been developed on Ventiv.

The assessment solution is at the implementation stage. York will work to implement a campaign to conduct focused assessments with the appropriate city contact. Assessment will include recommendations and corrective action strategies. These assessments will be utilized regularly to check improvement progress. Reports to the PLAN Board or Risk Management Committee will be provided as necessary.

4. *Provide/articulate member's regulatory & environmental compliance while on-site for risk assessment or other assignments.*

York's long history of working with cities has given us unique insights regarding the inner workings and various challenges cities may face. With York's safety professionals covering a wide array of risk management specialties, we have a well-rounded, robust team to support the regulatory and environmental compliance requirements. Our team specializes in building close relationships to ensure we understand the unique exposures and issues of our clients and develop reasonable and feasible, solutions.

5. *Schedule, coordinate, and provide risk management consulting and loss control services to members.*

Members can utilize the York Risk Control Manager for their risk management consulting and risk control needs, such as trainings, consultations, onsite assessments, etc. The manager will, in turn, either provide the services directly or leverage our team's resources to match the right expert for the specific member's needs. This ensures that PLAN's members get their required services in a timely manner and with the appropriate expert.

6. *Schedule, coordinate, advertise, and provide regional risk management and loss control trainings for all members.*

The York Risk Control Manager will work with PLAN and each member to establish a calendar of trainings. She will also coordinate any additional trainings, as needed. Aside from official regional trainings for all members to attend, we will also schedule individual trainings with open invitations to any nearby members.

York uses its risk control website to handle event registration for regional training workshops. We have a dedicated training coordinator whose role is to coordinate the event, implement an email announcement campaign, and handle the attendee registration process.

The Manager will communicate important event information to attendees, prepare sign-in sheets and speaker evaluation forms, and maintain a training record to support the recordkeeping process for PLAN members.

7. *Prepare Risk Management Committee and Executive Committee agendas and staff reports and provide technical support to the committees.*

PLAN's dedicated Risk Control Manager will collaborate with the JPA's pooling staff and prepare reports for group meetings as necessary. The manger will attend meetings as requested and be prepared to share news, progress, and updates on the risk control services for PLAN and its members.

Our risk control professionals routinely work in teams with colleagues in other risk management disciplines. They evaluate risks with a broader viewpoint, provide rich training experiences, and facilitate the development of safety solutions that are practical to implement. York's consultants share ideas with and seek advice from colleagues in other disciplines, which adds a depth of expertise and perspective to the advice they provide to clients

8. *Maintain a library of risk management and loss control resources.*

Through our Risk Control website at riskcontrol.yorkrisk.com, PLAN members will have access to a wealth of risk management and loss control resources 24/7. Our site contains webinars, handouts, sample programs, updates on regulation changes, and more. We are constantly adding and updating our materials to ensure all the information is up-to-date and applicable to our clients.

9. *Provide monthly communications on risk management and loss control topics.*

As part of our general practice, York's risk control team regularly distributes safety communications with pertinent topics for our clients. We understand the value of being kept up-to-date and having easy access to safety tips and changes in regulations and requirements. We maintain a library of these publications on our websites so PLAN members will always have access to them 24/7.

10. *Promptly respond to phone & email inquiries by members during core business hours.*

Communication is a key factor in successful relationships. As PLAN's partner in safety and loss control, we will ensure timely responses to phone calls, emails, or support requests from members.

11. *Facilitate and/or participate in member risk management meetings as requested.*

As part of our communication plan, attending, participating in, and sometimes facilitating meetings is an important aspect of maintaining our relationship with PLAN and its members. York values these opportunities to reach out to the JPA or specific members and relay important information about PLAN's progress as well as information on general industry updates.

12. *Provide monthly activity reports to the PLAN administrator.*

We will include a monthly progress report to PLAN tracking our services for the JPA and individual members, which can be included in staff reports for board or committee meetings. An example of a monthly activity report is provided in Attachment A.

In addition, should the members be interested in a more in-depth report, York can also provide an additional service activity report at the members' request. An example of this report is available in Attachment B.

B. Dedicated Staff and Time

York's partnership with PLAN includes a dedicated and experienced Senior Risk Control Manager who will serve as PLAN's Risk Control Manager. The manager will be fully supported by our risk control specialist team to ensure all meetings, trainings, assessments, and other activities are covered and member needs are met regardless of staff illness or other absences. Based on the RFP, we developed a comprehensive work plan for the JPA that includes over 1,700 hours of dedicated risk control services. A detailed breakdown of our service plan and the dedicated hours is provided on page 25.

C. Member Communications

Our collaborative and client-focused approach is reinforced by our open and transparent communication. We believe that open communication is key to a successful relationship with our clients, vendors, and colleagues. PLAN's Risk Control Manager will serve as a key point of contact for its members to reach via email, phone, or in-person. As excellent listeners, we maintain our focus on our clients by ensuring they are always heard. In addition, the risk control manager will also attend board and committee meetings, as needed, to ensure valuable updates regarding current projects and upcoming projects are shared, as well as any industry changes.

We will regularly distribute safety communications which share important news regarding policies, procedures, and laws, in addition to safety tips. The dedicated Risk Control Manager will reach out to individual members through their designated contacts to address any inquiries, coordinate trainings or site visits, and check in on any ongoing related projects.

All contact with PLAN and its members will be documented in writing in the form of an email, letter, or report with the correspondence going directly to the member's designated contact. Any reports of findings, whether from inspections, assessments, safety audits, ergonomic evaluations, or any other services will be released and delivered only to the member's contact.

The reports related to all site visits will be based on and will be a reflection of the conditions observed on the day of the site visit. York's reports are open for discussion and corrections will be made if the reasons for the corrections are found to be valid.

D. Systems and Resources

With over 30 years of experience providing safety and risk control services, the York Sacramento division of Risk Control understands the importance of meeting our clients' needs with excellent service, subject matter expertise, and access to a robust offering of resources.

York has an extensive supply of safety materials to help keep staff informed and enrich the employee training experience. Our materials also offer other compliance and risk control tools. In addition to the materials provided in training sessions and safety committee meetings, we will provide PLAN with access to our Risk Control website at riskcontrol.yorkrisk.com at no additional cost. All of these resources are available 24/7, year round, and are designed to help with employee safety issues, as well as a variety of property and liability issues.

E. Benefits

Through our robust risk control program and experienced risk control team, PLAN's members will have the support needed to address public liability risks and build or enrich their safety programs and safety culture. With well-trained and well-informed staff, members are empowered to implement and enforce valuable safety initiatives to improve processes, develop control measures, reduce exposures, and ultimately decrease losses.

Performance will be measured using our service activity reports against the goals and objectives set with the Risk Management Committee.

2. Questionnaire

A. Risk Management Philosophy

When providing services, such as survey assessments, trainings, and inspections, our philosophy is that of collaborator rather than enforcement officer. Our team understands the challenges facing municipalities, from politics to budget constraints. York's services will be designed to help each member's departments increase employee engagement in promoting and supporting a positive safety culture and for providing excellent, quality services to the public.

B. Ability to Meet Scope of Work

We know risk management. With over 30 years working with public entities, including managing over 16 JPAs and over 200 cities within California, we are experts in California-specific programs, regulations, and laws related to risk management and risk control.

York's Sacramento-based risk control team consists of experienced and certified experts in risk management and loss control. Our depth of staff allows us to perform a wide range of services and ensures total coverage for clients. Our risk control professionals routinely work in teams with colleagues in other risk management disciplines. They evaluate risks with a broader viewpoint, provide rich training experiences, and facilitate the development of safety solutions that are practical to implement. Our consultants share ideas with and seek advice from colleagues in other disciplines, which adds a depth of expertise and perspective to the advice they provide to clients. With the company and entire network of risk professionals available to assist, there is no task too big.

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SAFETY PROFESSIONALS

16 JPA CLIENTS
200 CALIFORNIA CITY CLIENTS

CERTIFICATIONS

- Associate in Risk Management (ARM)
- Associate in Risk Management for Public Entities (ARM-P)
- Certified Safety Professional (CSP)
- Associate Safety Professional (ASP)
- Certified Ergonomic Assessment Specialist (CEAS)
- Certified Playground Safety Inspector (CPSI)

C. Account Manager

The dedicated contact and risk control manager is Terrie Norris. She will collaborate with the JPA's members to address various safety and service requests and ensure the risk control needs are met. We understand that consistency and a bond of trust between the members and the dedicated risk control manager are key to a strong, successful working relationship. Based on our experience, we also know that providing quality service depends on matching the right team talent to the task. Our risk control team consists of highly experienced and specialized experts. In addition to the dedicated risk control manager, PLAN will also have access to the knowledge, talents, and skills of our entire team.

Terrie will work with all levels within PLAN's membership to create a collaborative environment that addresses identified service needs. When necessary, Terrie will bring in subject matter experts from the rest of the team or from the industry. will also coordinate with other risk services vendors serving the members, as needed.

Biographies of the risk control manager and a sampling of the supporting staff are provided on the following page.

Dedicated Project Manager

Terrie Norris, CSP, ARM, *Senior Manager, Risk Control Services*

RESPONSIBILITIES INCLUDE

Terrie is responsible for providing a wide range of safety and risk management consultative services to the firm's public entity self-insurance pools and private entity projects throughout the United States, including California, Hawaii, Utah, and Washington. Terrie specializes in risk management assessments, Cal-OSHA compliance and liability control program development, employee safety training, hazard inspections, ergonomic evaluations, safety committee development, workers compensation and liability loss analysis, and pool-wide risk control program management.

EXPERIENCE

Prior to joining York, Terrie worked in the risk control department of several prominent insurance brokerage firms where she was responsible for managing the risk control technical staff and providing risk control and risk management services to a variety of private and public entity clients. She has conducted risk control audits, ergonomic assessments, and site security assessments. She has also developed customized training programs, assessed client compliance programs, and assisted clients in developing loss control programs and implementing corrective action plans.

Terrie is a well-known speaker at state, national, and international professional conferences. She has presented before groups such as the American Society of Safety Professionals (ASSP), the Institute of Occupational Safety & Health (IOSH – based in the United Kingdom), the Canadian Society of Safety Engineering (CSSE), the Public Risk Management Association (PRIMA), the California Association of School Business Officials (CASBO), the California Association of Joint Powers Authorities (CAJPA), the Public Agency Risk Managers Association (PARMA), and the National Safety Council (NSC).

PROFESSIONAL CERTIFICATIONS

- Certified Safety Professional (CSP) – Board of Certified Safety Professionals
- Associate in Risk Management (ARM) – Insurance Institute of America
- Certified Playground Safety Inspector
- Accredited Safety Auditor – International Loss Control Institute

PROFESSIONAL AFFILIATIONS

- American Society of Safety Professionals (ASSP) – Professional Member and Society Past President
- American Society of Testing and Materials (ASTM) – F15 Playgrounds Committee and E34 Consumer Safety Committee member
- Canadian Society of Safety Engineering – Member
- International Network of Safety and Health Practitioner Organizations (INSHPO) – Past President
- National Safety Council (NSC) Industrial Division – Rubber & Plastics Section Chair; Communications & Training Standing Committee Vice Chair and Member
- Board of Certified Safety Professionals (BCSP) - Member

Supporting Risk Control Team

Dave Beal, ARM-P, CSP, AFO

Risk Control Specialist

RESPONSIBILITIES INCLUDE

At the direction of the Project Manager, Dave will deliver a variety of services such as training, ergonomic evaluations, inspections, and assistance with the IIPP implementation.

Dave is a Risk Control Specialist at York. He provides safety and risk management consultative services to various public clients including schools, cities, housing authorities, and special districts. In addition to assisting with safety compliance issues, Dave specializes in aerial lifts, forklifts, driver safety training, office ergonomics and temporary work zone, and traffic flagging.

EXPERIENCE

Dave's prior experience within the supermarket industry as a Hazard Analysis and Critical Control Points Analyst (HACCP) provides a unique skillset with the ability to conduct food safety inspections and develop food safety programs

Dave currently provides consultative services through the Rent-A-Safety Officer program to the City of Folsom and County of Amador. Dave has also conducted defensive driver training and behind the wheel observations for our 200 employees for the Sacramento Housing Authority.

PROFESSIONAL CERTIFICATIONS

- Associate in Risk Management for Public Entities (ARM-P)
- Certified Safety Professional (CSP) – Board of Certified Safety Professionals
- Certified Aquatic Facility Operator (AFO)
- Certified Master Instructor – Powered Industrial Truck Operation and Aerial Boomlift/Platform
- IVES Training and Compliance:
- Certified Flagger Instructor - American Traffic Safety Services Association (ATSSA)

PROFESSIONAL AFFILIATIONS

- American Society of Safety Professionals (ASSP) - Member
- Board of Certified Safety Professionals (BCSP) - Member

Chris Williams, CEAS

Risk Control Specialist

RESPONSIBILITIES INCLUDE

At the direction of the Project Manager, Chris will deliver a variety of services focusing on industrial and construction related training, inspections, and Cal/OSHA compliance.

Chris provides safety and risk management consultative services to a variety of public entities, including municipalities, non-profits, housing authorities, water treatment facilities, and construction projects. He regularly provides training, conducts assessments, and assists with safety program development and ergonomics. Chris has over 18 years of experience as a safety professional and specializes in Confined Space, Fall Protection, and Cal/OSHA Compliance and Training for a variety of industries.

EXPERIENCE

Chris has provided specialized services for a variety of clients. He has assisted the City of Folsom with confined space attendant and rescue training and program development. He has conducted technical reviews of silica programs to ensure compliance with new Cal/OSHA requirements.

PROFESSIONAL CERTIFICATIONS

- Certified Ergonomic Assessment Specialist (CEAS)
- OSHA 501 Certified Trainer
- OSHA 30 Hour Certification
- Forklift/AWP Certified Trainer

PROFESSIONAL AFFILIATIONS

- American Society of Safety Professionals (ASSP) - Member

James Szymanski, CSP, CEAS

Risk Control Specialist

RESPONSIBILITIES INCLUDE

At the direction of the Project Manager, Jim will deliver a variety of services focusing on office and industrial ergonomic training, evaluations, job hazard analyses, and work practice observations.

Jim is a movement science specialist with 17 years of experience in Occupational Safety and Health specializing in injury prevention and rehabilitation in industrial and office ergonomics. He has performed job hazard analyses and ergonomic assessments within many office settings and industrial environments. Jim is an excellent trainer who relates to both those who are just beginning to learn about ergonomics and those who have more advanced knowledge.

EXPERIENCE

Jim specializes in conducting industrial hands-on ergonomic training for police, fire, and public works staff. He recently received recognition for his research and work developing resources to reduce muscular skeletal injuries for the Monterey Park police department. Jim is also developing comprehensive ergonomic resources for fire operations.

PROFESSIONAL CERTIFICATIONS

- Certified Safety Professional (CSP) – Board of Certified Safety Professionals
- Certified Ergonomic Assessment Specialist (CEAS)
- Certificate in Safety Management – American Society of Safety Professionals (ASSP)

PROFESSIONAL AFFILIATIONS

- American Society of Safety Professionals (ASSP) – Member
- Board of Certified Safety Professionals (BCSP) - Member

Bill Vannett, ARM, COHC, CPSI

Risk Control Specialist

RESPONSIBILITIES INCLUDE

At the direction of the lead consultant, Bill will deliver a variety of services focusing on hearing conservation training, program development, department/division specific engineering controls, personal protective equipment, and work practices.

Bill is a Risk Control Specialist at York. He provides safety and risk management consultative services to various public clients including cities, housing authorities, schools and special districts. As a Certified Playground Safety Specialist, Bill specializes in playground inspections as well as hearing conservation, fire prevention, emergency action plans, and workplace violence.

EXPERIENCE

Bill currently provides consultative services through the Rent-A-Safety Officer program to the City of Galt and City of Pacific Grove. Bill has also provided extensive program development and training services on hearing conservation. In addition, he provides on-site assistance with appropriate hearing protection requirements.

PROFESSIONAL CERTIFICATIONS

- Associate of Risk Management (ARM)
- Certified Occupational Hearing Conservationist (COHC)
- Certified Playground Safety Inspector (CPSI)

PROFESSIONAL AFFILIATIONS

- American Society of Safety Professionals (ASSP) - Member

D. Public Liability Services

York will collaborate with the JPA to establish an annual plan that includes measureable risk management goals in specific areas to address liability risks and issues. All risk management services identified in the plan will address these goals. These services include defensive driving, contractual risk transfer, work zone and traffic control, aerial lift, workplace violence (de-escalation), playground liability (including skate parks), volunteer risk management, and CalOSHA compliance. As the incumbent risk control service provider, York intends to build on the work performed in 2018-19. Please refer to Section A to review the detailed work plan.

E. Employee Safety Services

Our team will coordinate with individual members to deliver the services identified in the annual work plan. Since relationships are a critical aspect of effective implementation, we will want to work with established contacts at each location who can coordinate our visit to ensure we work with appropriate on-site personnel. Please refer to Section A on page 9 to review the detailed work plan, which includes services such as defensive driving, aerial lift, workplace violence (de-escalation), and more.

F. Member Motivation Example

One of our goals as a safety solutions provider is to help our clients establish a positive safety culture that establishes solid safety programs and processes as well as fostering continuous improvement. We develop relationships with each client and their employees to help them see the value of a few simple actions. This leads to an increase in momentum and they take on other, more complex activities willingly. Provided on the following page is an example of a client which received services through its JPA membership, but reached out to us for additional services.

› City of Folsom

In 2012, York was awarded the contract to conduct risk control services for the Northern California Cities Self Insurance Fund (NCCSIF). Within this contract members received three days of customized services each year. One of their members, the City of Folsom, saw the value of the work being performed and the positive results. In 2015, the city decided to focus on reducing their losses and reached out to York for additional, focused, and customized services in addition to what they receive through NCCSIF. The additional days allowed York to provide departments with additional training and assistance with annual inspections. Furthermore, York has assisted the city with city-wide and department specific written programs as has provided consultative services on regulatory requirements and industry best practices. The city continues to contract directly with York for on-site risk control services and has provided positive feedback on the value of the services.

G. Addressing Members

Although we try to make our recommendations as simple and practical for our clients, we understand that sometimes there may be other issues that require their focus and resources. With our philosophy of serving our clients as a partner, rather than enforcers, we believe in working together with our clients to find meaningful and attainable solutions. Should a PLAN member disagree with our recommendations, the risk control manager will reach out to the member to better understand the situation and assist with developing an alternative solution. We will work proactively with each member to help them achieve their safety goals and needs. If necessary, the manager may reach out to the JPA administrator to receive further guidance on how to proceed.

H. Internal Audit Controls

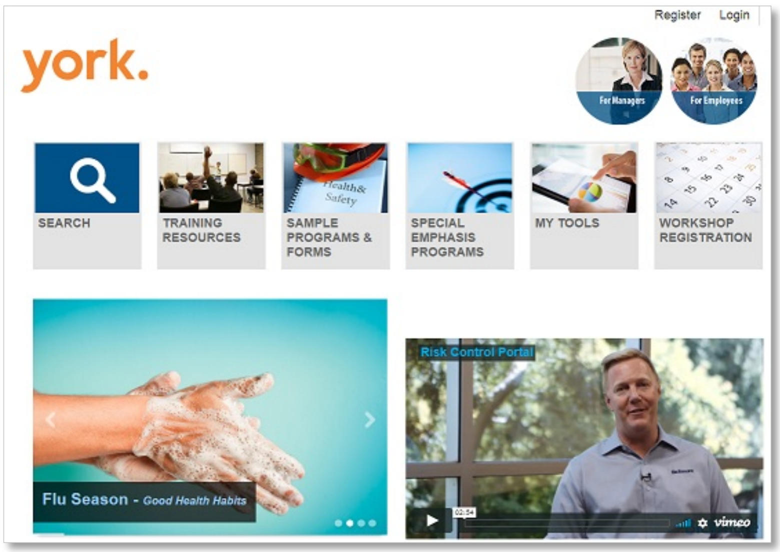
York has a multi-layer process to ensure that all billing for our accounts is correctly computed and reviewed. We have a billing specialist who will work with the designated risk control manager to ensure PLAN is billed only for PLAN work. York's risk control team utilizes a record keeping system which keeps a detailed track of all our services. We reconcile the information from this database using spreadsheets, discussions with consultants, and reviews with the Risk Control Manager. Even as the invoices are being prepared, there is one last review to ensure the amounts and services are correct.

I. Travel Time

Our fully-burdened rate includes travel time and travel expenses. Additional details are provided in the Fee Proposal section.

J. Technology and Additional Services

York has a rich supply of materials to help keep the departments and staff informed and enrich the employee training experience. Our materials also offer other compliance and risk control tools. In addition to the materials provided in training sessions and safety committee meetings, we will provide PLAN with access to our York Risk Control website at riskcontrol.yorkrisk.com at no additional cost to the JPA. All of these resources are available 24/7, year round, and are designed to help with safety and loss control issues, as well as a variety of property and liability issues.



Our site includes:

- Training materials for tailgate
- training sessions;
- Access to over 300 videos;
- Webinars;
- Sample regulatory programs;
- Inspection checklists, forms; and
- Safety Signs.

York will also provide assistance with and interface with the JPA online training providers. We have experience with the utilization of web-based on-line training (i.e. TargetSolutions, Clarity, Vivid) and frequently present the information to various employment classifications. Our team has collaborated with these vendors in determining and recommending the training courses most beneficial to municipalities, the courses appropriate for job classifications, the frequency requirements for training courses, and supplemental material for courses. During presentations to staff, such information as how to login to the website, how to complete training, and how to print the training certificate has been provided.

K. Satisfaction Surveys

After every training, attendees complete satisfaction surveys to review the presenters and the courses. These evaluations are vital to our trainings to ensure our presentation style is engaging and our presenters are knowledgeable and professional. We customize our presentations for each audience and we utilize these evaluations to ensure the content is applicable and educational. In addition, we recently developed a new evaluation format that allows our staff to provide insightful peer reviews for trainings and other services. A sample overview of our evaluations is included in Attachment C.

3. Payment Terms

We propose to provide the services outlined in the Scope of Work for a total of $274,660 per year for a term of three years. More details on our fee structure and payment terms are available in the Fee Proposal Section starting on page 24.

4. Why York

Public Entity Expertise

York has been providing over 30 years of service to public entities. Specifically, our Sacramento office has over 34 years of experience working with public entities. The York risk control team based in Sacramento has provided a wide range of risk control training services to over 16 JPAs, including 6 JPAs with municipality members, and over 200 California cities. We know public entities and understand how to navigate the complexities involved, such as budgets, politics, and resources. York's recommendations are practical and as simple as possible to enable PLAN's members to reach attainable goals and ensure employees have the proper training and proper procedures are in place.

Depth & Breadth

Our team of professionals has extensive, relevant experience in risk control for public entity group risk-sharing programs. York has built the vital infrastructure and depth of personnel required to respond to both the planned and emergent challenges of PLAN. We believe effective and responsive risk management and loss control depends not only on the administrator and other support staff, but also the surrounding talent, expertise, and resources York can deliver. Our employees have access to the entirety of the professional team employed at our company. As new techniques and processes are developed, our staff is re-educated in professional training sessions which occur on a regular basis.

Transparency

Our commitment and practice of openness and full disclosure fosters positive communication and will result in a successful partnership with the Board of Directors, members, and service providers of the JPA.

Respect

We understand the importance of providing timely and well-reasoned responses and easy-to-read reports to assist the members, Board of Directors, any other committees in making informed decisions. We assure you, PLAN will consistently receive a high level of attention from our professional employees, consultants, and managers.

Integrated and Customized Solutions

We know that one-size-fits-all doesn't cut it. That's why we take a holistic approach to managing risk that leverages our 55 years of experience, our data-driven process and our ability to truly integrate and customize solutions that meet our clients' needs and result in more cost savings, less risk, and better outcomes.

The York Way

It's our commitment to delivering superb quality each and every day; quality that goes beyond industry best practices. We do this by living our values — Collaboration, Accountability, Results, Excellence and Standards.

The York Way

Results You Can See and Feel

Results matter. ROI, cost savings and mitigated risk are all critical to ensuring a successful client relationship. But at York, we go beyond the numbers. It's the peace of mind, confidence and compassion you feel when you work with us.

We're All In

We have a personal stake in your success. Long-term relationships matter, and as an extension of your team, we take the time to understand what success looks like to you and how we can help you get there. We are PLAN's partner to achieve a positive safety culture and enhance each member's safety programs and procedures. Our team of experts is committed to providing you with compassion and consistency in everything that we do. No wonder our clients trust us as their risk solutions partner, time and time again.

5. Managing Distance

Although our Sacramento office team is not located specifically in the Bay Area, we are only a short distance away and regularly attend meetings, provide trainings, assessments, ergonomic evaluations, and other onsite services to our clients in the Bay Area. With travel fees excluded from our fees, PLAN's members can request trainings or onsite assistance without fear of additional costs outside of our team's performance of the service itself.

Our risk control manager is readily available by email and phone for members to reach out to at any time. And with our risk control website, members have 24/7 access to a wide variety of resources including webinars, handouts, and newsletters. Whether they're looking for Cal/OSHA requirement information, need some quick tips on drowsy driving or need a sample program to review, PLAN's members are just a few clicks away from a vast library of resources. Our distance will not negatively impact our ability to provide high quality risk control services to PLAN.

Section 4

Fee Proposal

Fees

We propose to perform the scope of services as outlined in the PLAN RFP at an annual rate of $274,660 for three years. All services are billed at a fully burdened rate of $155 per hour. The rate includes all time, expense, and travel. The hours billed are the actual service hours to PLAN. Our preferred service delivery is to provide dedicated (8-hour) service days and to incorporate multiple tasks within the day. Below is a breakdown of the estimated cost as requested in the Scope section of the RFP.

Estimated Cost Based on Scope of Service Category

Scope of Work Item	Task Estimations & Assumptions	Estimated Hours	Total
1. Provide a comprehensive menu of consulting and technical information services in line with liability driven loss reduction work plans.	A menu of services is outlined in Section 1 of the Detailed Work Plan. We anticipate conducting an initial "orientation" meeting with each member to provide an overview of the services and resources and to gather information about the members' needs to establish an annual action plan. Four hours per member.	112	$17,360
2. Provide both liability and property driven risk identification, and related workers' compensation analysis and correction implementation strategies.	Please reference the strategic plan outlined in Section 2 of the Detailed Work Plan. Anticipate meeting with designated leaders to identify the pool's goals and priorities and assist with establishing benchmarks and performance measures. Estimate quarterly meetings each year and progress report development time. 16 hours per meeting.	64	$9,920
3. Conduct risk management assessment utilizing Ventiv/Risk Console (or named alternative) and develop risk management loss reduction strategies.	Estimate annual assessment for each member. 28 on-site assessments with report development time. 16 hours per member totaling 448 hours. Additional time is needed to work with Ventiv to finalize the assessment tool. Estimate an additional 20 hours.	468	$72,540
4. Provide/articulate member's regulatory & environmental compliance while on-site for risk assessment or other assignments.	This will be included in the assessment and/or on-site services categories.	No Additional Cost	$0
5. Schedule, coordinate, and provide risk management consulting and loss control services to members.	Based on PLAN's response we estimate providing four service days per year for each member. This equates to 32 hours of services for each member.	896	$138,880

Estimated Cost Based on Scope of Service Category

Scope of Work Item	Task Estimations & Assumptions	Estimated Hours	Total
6. Schedule, coordinate, advertise, and provide regional risk management and loss control trainings for all members.	Based on PLAN's response we are estimating six regional workshops per year with an estimated time of 10 hours per workshop.	60	$9,300
7. Prepare Risk Management Committee and Executive Committee agendas and staff reports and provide technical support to the committees.	Estimate four committee meetings per year. Estimate 16 hours per meeting for attendance, service summary reports, staff reports, etc.	64	$9,920
8. Maintain a library of risk management and loss control resources.	A robust array of risk control training and risk management resources will be available to members.	No Additional Cost	$0
9. Provide monthly communications on risk management and loss control topics.	The risk control team regularly develops safety publications and resources for our website portal. PLAN members will receive communication on new resources and will have access to all resources on our site.	No Additional Cost	$0
10. Promptly respond to phone & email inquiries by members during core business hours.	Members will have unlimited access to a risk control professional for technical information and guidance. Estimation is based on an average of 5 hours per month.	60	$9,300
11. Facilitate and/or participate in member risk management meetings as requested.	Based on PLAN's feedback approximately eight members currently request the risk control consultant to participate in the City's risk management committee meetings. Based on this information we're estimating the attendance of 8 committee meetings throughout the year. We estimate six hours per meeting for attendance and potential research and prep time. Additional committee attendance can be incorporated into the member service days outlined in #5.	48	$7,440
12. Provide monthly activity reports to the PLAN administrator.	We will provide a Member Services Report monthly and/or as requested.	No Additional Cost	$0
TOTAL		**1772 Hours**	**$274,660**

Section 5

References

Similar Clients

York has a wealth of experience working with public entities throughout California. We encourage PLAN to contact our clients below regarding the quality of our team's work for similar projects.

Public Entity Risk Management Authority (PERMA)	
Contact	Scott Ellerbrock, General Manager
Address	36-951 Cook Street, Suite 101 Palm Desert, CA 92211
Telephone	760.360.4966
Email	SEllerbrock@perma.dst.ca.us
Services Provided	Scope of services include benchmarking and loss analysis, expert consultation, on-site training, program development, hazard inspections, industrial and office ergonomic evaluations, access to website portal containing extensive training and risk management resources.

Municipal Pooling Authority (MPA)	
Contact	Linda Cox, Chief Administrative Officer
Address	1911 San Miguel Drive, Suite 200 Walnut Creek, 94596
Telephone	925.482.0000
Email	lcox@mpa-nc.com
Services Provided	Scope of services include benchmarking and loss analysis, expert consultation, on-site training, program development, hazard inspections, industrial and office ergonomic evaluations, access to website portal containing extensive training and risk management resources.

Northern California Insurance Fund	
Contact	Marcus Beverly, Alliant Program Administrator
Address	2180 Harvard St, Suite 460 Sacramento, CA 95815
Telephone	916.643.2704
Email	Marcus.beverly@alliant.com
Services Provided	Scope of services include benchmarking and loss analysis, expert consultation, on-site training, program development, hazard inspections, industrial and office ergonomic evaluations, access to website portal containing extensive training and risk management resources.

Attachments Exhibits

Attachment A

York Monthly Activity Report.

Sample Monthly Progress Report

SAMPLE - MONTHLY RISK CONTROL ACTIVITY REPORT

Client	Activity	Specialty	Description	Project Status	Owner	Closed Date
Abrazar, Inc.	Training	Auto, Fleet and Driver Risk	Wheelchair Securement	Completed	Daniel Newsom	9/22/2018
Anthesis Services, A Nonprofit Corporation	Training	Transit-Wheelchair Safety		Completed	Daniel Newsom	9/19/2018
Habitat for Humanity of San Diego, Inc	Training	Auto, Fleet and Driver Risk	Defensive Driving	Completed	Mel Iida	9/28/2018
Habitat for Humanity San Bernardino Area	Program Development	IIPP		Completed	Dave Beal	9/27/2018
Habitat for Humanity San Bernardino Area	Program Development	Other (Describe below)	Return to Work	Completed	Dave Beal	9/27/2018
Habitat for Humanity San Bernardino Area	Training	Aerial & Fork Lifts		Completed	Dave Beal	9/27/2018
Inland Empire Residential Centers	Assessment		NPU Site Assessment	Completed	Daniel Newsom	9/1/2018
Non Profits' United	Other		Annual Meeting	Completed	Daniel Newsom	9/26/2018
Non Profits' United	Other		Annual Meeting	Completed	Chris Williams	9/26/2018
Promising Futures, Inc.	Assessment		NPU Site Assessment	Completed	Daniel Newsom	9/1/2018
REACH	Training	Ergonomics	Safe Lifting	Completed	Tony Leite	9/30/2018
San Gabriel / Pomona Valleys Developmental Services, Inc.	Phone & E-mail Consultation		Training Needs for 2018/19	Completed	Chris Williams	9/5/2018
San Gabriel / Pomona Valleys Developmental Services, Inc.	Phone & E-mail Consultation	Ergonomics		Completed	James Szymansk	9/27/2018
San Gabriel Valley Training Center and Work Shop for the Handicapped	Program Development	Other (Describe below)	Multiple Program Reviews	Completed	Mel Iida	9/27/2018
San Gabriel Valley Training Center and Work Shop for the Handicapped	Assessment	Ergonomics		Completed	Mel Iida	9/27/2018
Step Up on Second Street, Inc.	Training	Auto, Fleet and Driver Risk		Completed	James Szymansk	9/12/2018
Terasaki Family Foundation	Phone & E-mail Consultation	Auto, Fleet and Driver Risk	New Member Orientation Call	Completed	Daniel Newsom	9/1/2018
The Chrysalis Center	Phone & E-mail Consultation	Auto, Fleet and Driver Risk	Loss Run	Completed	Daniel Newsom	9/24/2018
YWCA of Glendale, California	Assessment		NPU Site Assessment	Completed	Chris Williams	9/1/2018

› Attachment B

York Service Activity Report.

Sample Service Activity Report

Count of Specialty	Column Labels			
Row Labels	Closed - see notes	Completed	In Progress	Grand Total
Accident Investigation		1		1
ADA		1		1
Aerial & Fork Lifts		1	1	2
Auto, Fleet and Driver Risk	1	13	8	22
Confined Space		1	1	2
Emergency Response Management		2		2
Ergonomics		3		3
Hazard Communication		1		1
Heat Illness			2	2
IIPP	1	11	14	26
Orientation		35	3	38
Other (Describe below)	4	80	16	100
Parks and Recreation		8	9	17
Police Department Operations		1	1	2
Respiratory Protection Program		1		1
Safety Committee		11	2	13
Sidewalks		6	3	9
Traffic Control & Flagging	2	3	4	9
Urban Forest Management		2	2	4
Workplace Violence		2	1	3
(blank)				
Grand Total	**8**	**183**	**67**	**258**

Count of Specialty	Column Labels			
Row Labels	Closed - see notes	Completed	In Progress	Grand Total
American Canyon, City of	1	8	2	11
Auto, Fleet and Driver Risk		1	1	2
IIPP	1			1
Orientation		1		1
Other (Describe below)		4		4
Parks and Recreation		2	1	3
Atherton, Town of		5	1	6
IIPP		1	1	2
Orientation		1		1
Other (Describe below)		2		2
Police Department Operations		1		1
Benicia, City of		7		7
Auto, Fleet and Driver Risk		1		1
Hazard Communication		1		1
Orientation		1		1
Other (Describe below)		4		4

Count of Specialty Row Labels	Column Labels Closed - see notes	Completed	In Progress	Grand Total
Burlingame, City of		3	1	4
Orientation		1	1	2
Other (Describe below)		2		2
Campbell, City of		6	3	9
Orientation		1		1
Other (Describe below)		4	1	5
Parks and Recreation			1	1
Sidewalks		1	1	2
Colma, Town of	1	3	1	5
Orientation		1		1
Other (Describe below)		2		2
Parks and Recreation			1	1
Traffic Control & Flagging	1			1
Cupertino, City of		17	1	18
Auto, Fleet and Driver Risk		1	1	2
Emergency Response Management		1		1
Orientation		2		2
Other (Describe below)		8		8
Parks and Recreation		1		1
Safety Committee		4		4
Dublin, City of		11	1	12
Orientation		2		2
Other (Describe below)		6		6
Parks and Recreation		1		1
Safety Committee		1	1	2
Workplace Violence		1		1
East Palo Alto, City of		7	1	8
ADA		1		1
IIPP		3		3
Orientation		1		1
Other (Describe below)		2		2
Police Department Operations			1	1
Foster City, City of		7	7	14
Auto, Fleet and Driver Risk		1		1
Orientation		1	1	2
Other (Describe below)		4	4	8
Sidewalks		1		1
Traffic Control & Flagging			2	2
Gilroy, City of		3		3
IIPP		1		1
Other (Describe below)		1		1
Sidewalks		1		1
(blank)				
Half Moon Bay, City of		6	4	10
Auto, Fleet and Driver Risk		1		1
IIPP		1		1

Count of Specialty Row Labels	Column Labels Closed - see notes	Completed	In Progress	Grand Total
Orientation		1		1
Other (Describe below)		3	2	5
Parks and Recreation			1	1
Sidewalks			1	1
Hillsborough, City of		4		4
IIPP		2		2
Orientation		1		1
Other (Describe below)		1		1
Los Altos Hills, Town of	1	6	3	10
Auto, Fleet and Driver Risk		1		1
IIPP			1	1
Orientation		2		2
Other (Describe below)	1	2	2	5
Sidewalks		1		1
Los Gatos, Town of	1	7	2	10
Aerial & Fork Lifts		1		1
Auto, Fleet and Driver Risk		2	1	3
Orientation		1		1
Other (Describe below)		1		1
Safety Committee		1	1	2
Traffic Control & Flagging	1	1		2
Millbrae, City of		2	2	4
Auto, Fleet and Driver Risk			1	1
Orientation		1		1
Other (Describe below)		1	1	2
Milpitas, City of		8	2	10
Auto, Fleet and Driver Risk		1		1
Confined Space		1	1	2
Orientation		2		2
Other (Describe below)		1		1
Parks and Recreation			1	1
Respiratory Protection Program		1		1
Safety Committee		2		2
Morgan Hill, City of		5	3	8
Auto, Fleet and Driver Risk			1	1
Emergency Response Management		1		1
Ergonomics		1		1
IIPP			2	2
Orientation		2		2
Other (Describe below)		1		1
Newark, City of		12	3	15
IIPP		1		1
Orientation		2		2
Other (Describe below)		6		6
Parks and Recreation			1	1
Safety Committee		1		1

Count of Specialty Row Labels	Column Labels Closed - see notes	Completed	In Progress	Grand Total
Traffic Control & Flagging			1	1
Urban Forest Management		1		1
Workplace Violence		1	1	2
Pacifica, City of		1	3	4
Auto, Fleet and Driver Risk			1	1
Orientation		1		1
Other (Describe below)			2	2
Pooled Liability Assurance Network	2	10	6	18
Auto, Fleet and Driver Risk	1	3		4
Heat Illness			2	2
Orientation			1	1
Other (Describe below)	1	6		7
Parks and Recreation			2	2
Traffic Control & Flagging		1	1	2
Portola Valley, Town of		4	3	7
IIPP			1	1
Orientation		1		1
Other (Describe below)		2	2	4
Sidewalks		1		1
Ross, Town of		6	1	7
Auto, Fleet and Driver Risk			1	1
Orientation		1		1
Other (Describe below)		4		4
Parks and Recreation		1		1
San Bruno, City of	1	4	3	8
Aerial & Fork Lifts			1	1
IIPP		1	1	2
Orientation		1		1
Other (Describe below)	1	2		3
Parks and Recreation			1	1
San Carlos, City of	1	10	1	12
Accident Investigation		1		1
Auto, Fleet and Driver Risk		1		1
IIPP		1		1
Orientation		1		1
Other (Describe below)	1	2	1	4
Parks and Recreation		2		2
Safety Committee		2		2
Saratoga, City of		4		4
Ergonomics		1		1
Orientation		2		2
Other (Describe below)		1		1
Shared Agency Risk Pool		1		1
Other (Describe below)		1		1
South San Francisco, City of		3		3
Orientation		1		1

Count of Specialty Row Labels	Column Labels Closed - see notes	Completed	In Progress	Grand Total
Other (Describe below)		1		1
Parks and Recreation		1		1
Suisun City, City of		3	2	5
IIPP			2	2
Orientation		1		1
Other (Describe below)		2		2
Tiburon, Town of		3	6	9
Auto, Fleet and Driver Risk			1	1
IIPP			3	3
Orientation		1		1
Other (Describe below)		2		2
Sidewalks			1	1
Urban Forest Management			1	1
Walnut Creek, City of		1		1
Ergonomics		1		1
Woodside, Town of		6	5	11
IIPP			3	3
Orientation		1		1
Other (Describe below)		2	1	3
Sidewalks		1		1
Traffic Control & Flagging		1		1
Urban Forest Management		1	1	2
Grand Total	**8**	**183**	**67**	**258**

› Attachment C

Sample Evaluation Overview.

Risk Control Training Evaluations Summary

TRAINER	TOP TWO TRAINING WORKSHOPS	EVALUATION COMMENTS
Dave Beal	Aerial Lift Training Traffic Control and Flagging	"Dave was very clear and easy to understand, great presentation." "Loved this class! Everything was covered and Dave was very patient and helpful."
Jim Szymanski	Ergonomics Driver Safety	"Jim is great and delivers the information for everyone to understand." "Good class, learned some new information and kept us all involved."
Chris Williams	Confined Space Training IIPP	"Great presentation, very informative." "Great class, good job Chris."
Leonel Edwards	Defensive Driving First Aid, CPR, AED	"Great class. Instructor had humor and was very well informative." "Very well presented. Interaction was good and kept the class entertaining."
Lee Sorenson	Driver Safety Wheelchair Safety	"Really enjoyed the course, the videos were great and informative." "Great class, learned a lot. Lee was very helpful."