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## **RISK MANAGEMENT COMMITTEE MEETING AGENDA**

**Thursday, October 20, 2022  
10:00 a.m.**

**Zoom Video Conference  
Please Contact Katie Sullivan for Conference Information**

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All or portions of this meeting will be conducted by teleconferencing in accordance with Government Code Section 54953(b). Teleconference locations are as follows: Sedgwick, 1750 Creekside Oak Drive, Suite 200, Sacramento, CA 95833; Town of Atherton, 91 Ashfield Rd, Atherton, CA 94027; City of Half Moon Bay, 501 Main St, Half Moon Bay, CA 94022; City of Pacifica, 170 Santa Maria Ave, Pacifica, CA 94044; Town of Portola Valley, 765 Portola Rd, Portola Valley, CA 94028; and Town of Tiburon, 1505 Tiburon Blvd, Tiburon, CA 94920.

Each location is accessible to the public, and members of the public may address the Claims Committee from any teleconference location.

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 [katie.sullivan@sedgwick.com](mailto:katie.sullivan@sedgwick.com) (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) Claims 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

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|--------------------|---|
| <b><u>Page</u></b> | <b>1. CALL TO ORDER</b>   |
|                    | <b>2. INTRODUCTIONS</b>   |
|                    | <b>3. APPROVAL OF AGENDA AS POSTED (OR AMENDED)</b>   |
|                    | <b>4. PUBLIC COMMENTS</b> - 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. |

**Page     5.     CONSENT CALENDAR**

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

- 4            \*A.   Minutes from the April 26, 2022, Risk Management Committee Meeting  
                 *Recommendation: Staff recommends the Risk Management Committee approve the Consent Calendar.*

**6.     RISK CONTROL MATTERS**

- 9            \*A.   2022/23 Risk Control Plan Update  
                 *Recommendation: None.*
- 22           \*B.   Update on 2022 Sewer and Stormwater Summit  
                 *Recommendation: None.*
- 26           C.   ResoluteGuard and Cyber Underwriting Updates  
                 *Recommendation:*
- 27           \*D.   Discussion Regarding PLAN JPA Grant Fund Allocations  
                 *Recommendation: Staff recommends the Risk Management Committee provide further guidance regarding whether to continue the moratorium on the addition of funds to the PLAN JPA Grant Fund, or take other actions as determined by the Committee.*
- 33           E.   Discussion of Topics for Strategic Planning Session  
                 *Recommendation: Staff recommends the Committee provide direction.*

**7.     CLOSING COMMENTS**

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

- A.   Risk Management Committee
- B.   Staff

**8.     ADJOURNMENT**

**NOTICES:**

- The next Executive Committee meeting will be held on October 27, 2022, at 10:00 a.m. via videoconference.
- The next Strategic Planning Session will be held on December 8, 2022. Format TBD.
- The next Board of the Directors meeting will be held on December 9, 2022. Format TBD.

\* Reference materials enclosed with staff report.

**October 20, 2022**

**Agenda Item 5.A.**

**CONSENT CALENDAR**

**SUBJECT:   Consent Calendar**

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**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 Risk Management Committee approve the Consent Calendar.*

**REFERENCE MATERIALS ATTACHED:**

A. Minutes from the April 26, 2022, Risk Management Committee Meeting

**POOLED LIABILITY ASSURANCE NETWORK JOINT  
POWERS AUTHORITY  
(PLAN JPA)**

**MINUTES OF THE RISK MANAGEMENT COMMITTEE  
MEETING OF APRIL 26, 2022**

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A regular meeting of the Risk Management Committee was held on April 26, 2022, via videoconference.

**MEMBERS PRESENT:** George Rodericks, Chair, Atherton  
Lisa Lopez, Half Moon Bay  
Suzanne Creekmore, Tiburon

**MEMBERS ABSENT:** Yulia Carter, Pacifica  
Jeremy Dennis, Portola Valley

**OTHERS PRESENT:** Jon Paulsen, PLAN JPA General Manager  
Katie Sullivan, PLAN JPA Assistant General  
Terrie Norris, PLAN JPA Risk Control Manager  
Karla Lopez, Administrative Assistant  
Marco Guardi, Vice President of Risk Control Pooling Services  
Holly Pon, Director of Risk Control  
Bill Taylor, Risk Control Manager

**1. CALL TO ORDER:**

The Regular Meeting of the PLAN JPA Risk Management Committee meeting was called to order at 10:00 a.m.

**2. INTRODUCTIONS:**

Roll call was taken, and it was determined there was a quorum present.

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

*Lisa Lopez moved to approve the agenda as posted. George Rodericks seconded the motion. A roll call vote was taken and the motion passed unanimously by George Rodericks, Lisa Lopez, and Suzanne Creekmore.*

**4. PUBLIC COMMENTS:**

None.

**5. CONSENT CALENDAR:**

*Suzanne Creekmore moved to approve the following item: A) Minutes from the October 7, 2021, Risk Management Committee Meeting; B) Update on the 2021/22 Risk Control Plan. Lisa Lopez seconded the motion. A roll call vote was taken and the motion passed unanimously by George Rodericks, Lisa Lopez, and Suzanne Creekmore.*

**6. RISK CONTROL MATTERS:**

**A. Risk Control Staffing Update**

Jon Paulsen, PLAN JPA General Manager, reminded the Committee of the upcoming retirement of Terrie Norris, PLAN JPA Risk Control Manager, in July 2022. He introduced Bill Taylor, Risk Control Manager, to the Committee and the replacement for Ms. Norris.

Mr. Taylor has over 30 years of experience in risk management, most recently at the City of Anaheim as Safety Manager. He has been working with Ms. Norris and learning PLAN JPA for the previous few months to facilitate the transition and develop the 2022/23 program year risk control plan.

The Committee took time to thank Ms. Norris for all her hard work for PLAN JPA.

*Lisa Lopez moved to recommend to the Executive Committee the appointment of Bill Taylor as PLAN JPA Risk Control Manager, effective July 1, 2022. Suzanne Creekmore seconded the motion. A roll call vote was taken and the motion passed unanimously by George Rodericks, Lisa Lopez, and Suzanne Creekmore.*

**B. Focused Assessments and Best Practices Update**

The PLAN JPA Board of Directors approved the Risk Management Committee's proposal to replace the Ventiv online focused self-assessment program with focused self-assessment and companion best practice documents developed by Sedgwick risk control team members. This change eliminated the \$20,000 annual cost of Ventiv, as the new focused assessments and best practices would be included as part of risk control services from Sedgwick at no additional charge.

Ms. Norris reviewed the new self-assessment documents with the Committee and asked the Risk Management Committee to volunteer to beta test the assessments. Committee members volunteered as follows:

- Lisa Lopez, Half Moon Bay – Sidewalk Liability
- Suzanne Creekmore – Playground Liability and Sidewalk Liability
- George Rodericks, Atherton – Vehicle Use and Operations
- Jeremy Dennis, Portola Valley – Urban Forest Management (recommendation made by Mr. Paulsen as Mr. Dennis was not present)
- Yulia Carter, Pacifica – Aquatics Risk Management (recommendation made by Mr. Paulsen as Ms. Carter was not present)

Ms. Norris requested feedback by May 7, 2022, to ensure enough time to finalize the assessments before the new program year.

#### **C. Cyber Risk Management Update**

An initiative from PLAN JPA's December 2019 strategic planning meetings, staff focused on discovering cyber security options for members. On March 22, 2022, the Board of Directors voted to enter into a services agreement with ResoluteGuard. Mr. Paulsen advised the agreement is currently under review with Greg Rubens, Legal Counsel for PLAN JPA.

Mr. Paulsen introduced Marco Guardì, Vice President of Risk Management for Sedgwick, reviewed the benefits of ResoluteGuard with the Committee.

#### **D. 2022 Sewer and Stormwater Summit Proposal**

The 2022 Sewer and Stormwater Summit will be held virtually on October 12, 2022. The proposed cost range for PLAN JPA is \$10,000 - \$13,000, which is \$2,500 less than the 2021 proposal. Ms. Norris informed the decrease is due to the virtual format and its allowance for additional attendees.

Ms. Norris reviewed the conditions of the proposal with the Committee, advising the virtual Summit will be held similarly to the 2021 Sewer and Stormwater Summit.

***Suzanne Creekmore moved to approve the PLAN JPA sponsorship of the 2022 Sewer and Stormwater Summit and recommend submission of the proposal to the Executive Committee. Lisa Lopez seconded the motion. A roll call vote was taken and the motion passed unanimously by George Rodericks, Lisa Lopez, and Suzanne Creekmore.***

**E. Consideration of the 2022/23 Risk Control Plan and Grant Fund Program**

Ms. Norris introduced Bill Taylor, Risk Control Manager, to review the proposed 2022/23 Risk Control Plan and Grant Fund Program.

Mr. Taylor informed the Committee the proposed 2022/23 Risk Control Plan includes the following:

- Risk Control Orientation
- Member Services & Outreach
- Focused Member Risk Control Services
- Regional Training
- Self-Assessment Checklists & Materials
- Oversight of the Risk Management Fund Reimbursements
- Sedgwick Risk Control Website Resources

*Lisa Lopez moved to recommend approval of the proposed 2022/23 Risk Control Service Plan to the Board of Directors at their meeting in June 2022. Suzanne Creekmore seconded the motion. A roll call vote was taken and the motion passed unanimously by George Rodericks, Lisa Lopez, and Suzanne Creekmore.*

**7. ADMINISTRATIVE MATTERS:**

PLAN JPA contracted with Sedgwick (formerly Bickmore/York Risk Services) for risk control services beginning July 1, 2018. The initial term of the contract was through June 30, 2019, and was then extended to June 30, 2022, via amendment.

At the October 21, 2021, Executive Committee meeting, the Committee discussed possible options for renewal. The Committee agreed to authorize Mr. Rubens to negotiate a new contract with Sedgwick for risk control services and requested the term of the contract align with the Program Administration agreement.

Mr. Guardi and Holly Pon, Director of Risk Control for Sedgwick, reviewed the agreement for risk control services with the Committee. Staff offered to excuse themselves, if the Committee desired, so the Committee could discuss freely.

*Lisa Lopez moved to recommend approval of the Sedgwick Risk Control Services Agreement to the Executive Committee. Suzanne Creekmore seconded the motion. A roll call vote was taken and the motion passed unanimously by George Rodericks, Lisa Lopez, and Suzanne Creekmore.*

**8. CLOSING COMMENTS:**

**A. Risk Management Committee**

The Committee thanked staff for presenting in a clear and precise manner.

**B. Staff**

Katie Sullivan, PLAN JPA Assistant General Manager, informed the Committee of the next meeting dates.

Ms. Norris thanked the Committee and expressed appreciation for allowing her to assist PLAN JPA.

**8. ADJOURNMENT**

The Regular Meeting of the PLAN JPA Risk Management Committee was adjourned at 10:47 a.m.



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Katie Sullivan, Assistant Board Secretary



**RISK CONTROL MATTERS**

**SUBJECT: 2022/23 Risk Control Plan and Grant Fund Program Update**

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**BACKGROUND AND HISTORY:**

The Board of Directors reviewed and approved the proposed 2022/2023 Risk Control Service Plan on June 22, 2022. Staff reported that the PLAN JPA Strategic Planning Session and staff interactions with PLAN JPA members influenced the proposed risk control service plan for 2022/2023.

Staff has moved forward with the risk control service plan with some modifications to ensure compliance with evolving COVID-19 conditions to ensure the safety and health of PLAN JPA member organizations and the Sedgwick risk control staff. This report contains some of the highlights of the risk control services provided.

**Risk Control Services on Request**

Risk Control staff continues to provide training, ergonomic evaluations, and program development using WebEx, Zoom and Teams virtual platforms. On-site services have and can be provided when COVID-19 protection requirements can be maintained. A list of the services that have been provided and scheduled for the 2022/2023 program year is included in the Reference section of this report. Additionally, a full re-cap of the services provided in the 2021/2022 was submitted to the Risk Management Committee. The last report in 2021/2022 only reported services through March 18, 2022, is also available in the Reference Section. Four members have included risk control staff in their regularly scheduled safety/risk management committee meetings.

Ergonomic evaluations are frequently requested service from members. Members can initiate an ergonomic service request using an online request form, accessible within the Members Only section of the PLAN JPA website (<https://www.planjpa.org/member-forms/>) in the Resources section). Once the member submits the form it is sent to the Risk Control personnel who specialize in ergonomic evaluations. A member of the ergo team contacts the member to schedule the service. The system has been very successful resulting in requests for 109 ergonomic evaluations during 2021/2022, and 19 ergonomic evaluations so far in the 2022/2023 program year. The most frequent users of the ergonomic evaluation request system have been Benicia, Dublin, Foster City, San Carlos, and South San Francisco.

**Focused Member Services**

Nine members have been identified as having a 2022/23 ex-mod greater than 120% (based on the *Proposed 2022/23 Operating Budget*). Staff will provide one-to-one risk control services initiated by risk control staff to the identified members. The services will be kicked off with a “getting to know you” meeting with each member to explore what risk control issues they are most interested in addressing and/or what are the more significant liability exposures. The goal will be to help them reduce their loss experience and therefore their ExMod. During the initial meeting and subsequent meetings, a risk control service plan will be developed to support that member’s risk control goals and will include follow-up meetings to monitor progress and/or

course correction. Staff is in the process of scheduling meetings with those members to identify their greatest safety concerns and develop a customized 2022/23 risk control service plan to address their concerns and capabilities.

### **Development of Focused Self-Assessments Materials**

Risk Control staff continues to build and refine documents for focused self-assessment and companion best practice documents. The documents developed will include focused self-assessment forms for each of the risk management topics previously identified by the Risk Management Committee for inclusion in previous focused risk assessment services and the risk management best practices related to those topics. Staff is also designing webpage that will provide members with access to these materials.

### **Defensive Driving**

Defensive driving is available regionally and to individual members utilizing virtual platforms. Staff encourages all members to schedule defensive driving at least annually.

### **Regional Training**

The risk control service plan calls for the provision of at least four regional training sessions, which includes the 2022 Sewer and Stormwater Summit. The PLAN JPA members continue to respond very favorably to the provision of regional training in an online format as it eliminates travel time. Other webinars that have been provided or are scheduled include:

- Fall Protection Training - August 9, 2022
- Sexual Abuse and Molestation Claims Against Public Entities - September 27, 2022
- Safe-Lifting and Industrial Ergonomics - November 2022 (date to be determined)
- January – topic to be determined
- March – topic to be determined

When members request training services that permit regional training invitations, additional regional training opportunities will be organized.

### **Oversight of the Risk Management Grant Fund Reimbursements**

The Risk Control Manager continues to review the submissions for Risk Management Grant Fund Reimbursements to ensure submissions are within the program guidelines and submitted by authorized personnel and will provide guidance as needed regarding proposed expenditures. Requests are generally low at the beginning of the year but appear to be increasing. There is still a misconception on the part of a few members that they must use the funds by the end of the physical year or lose them; however, those instances are lower than in prior years. A summary spreadsheet of the Risk Management Grant Fund by members is in the reference section of this report.

**October 20, 2022**

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**Sedgwick Risk Control Website Resources**

The risk control staff continues to add resources the Sedgwick Risk Control Resources website.

**RECOMMENDATION:**

*None.*

**REFERENCE MATERIALS ATTACHED:**

- 2021-2022 Risk Control Service Summary
- 2022-2023 Risk Control Service Summary

Member	Activity	Project Status
American Canyon, City of	Ergonomic Evaluation	Completed
Atherton, Town of	Focused Member – Initial Risk Control Services meeting	Completed
	Workers' Compensation Loss Trend Analysis	Awaiting Member Data
Benicia, City of	Ergonomic Evaluation	Completed
	Ergonomic Evaluation	Completed
Campbell, City of	CPSI Inspection of new playground	Completed
Cupertino, City of	Hazard Awareness Consultation	Completed
	Hazard Awareness Training for Supervisors	Completed
	CPSI Playground Inspection	Completed
	Risk Management Committee Consultation - July	Completed
	Risk Management Committee Consultation - September	Completed
	Risk Management Committee Consultation - November	Completed
	Risk Management Committee Consultation – January	Completed
	Risk Management Committee Consultation – March	Completed
	Risk Management Committee Consultation - May	Completed
Dublin, City of	Ergonomic Evaluation	Completed
	Ergonomic Evaluation	Completed
	Safety Week Presentation – IIPP and CPP Update	Completed
	IIPP and CPP Program Updates	Completed
	Safety Committee Meeting	Completed
	Safety Committee Meeting	Completed
	Ergonomic Evaluation	Completed
	Ergonomic Evaluation	Completed

Member	Activity	Project Status
Foster City, City of	Ergonomic Evaluation	Completed
	Ergonomic Evaluation	Completed
	Defensive Driving	Canceled
Half-Moon Bay, City of	Coast Trail Hazards Consultation	Completed
	5 Year Liability Loss Trend Analysis	Completed
	Safety Committee Consultation	Completed
	Safety Committee Consultation	Completed
	Safety Committee Consultation	Scheduled
	Ergonomic Evaluation	Completed
Los Altos Hills, Town of	Aerial Lift Training	In Progress
	Confined Space Entry & Fall Protection w/Ladder Safety Training	Completed
	Equip Ops & Welding, Cutting, Hot Work & Compressed Gas Safety Training	In Progress
	Ergonomics Training - Industrial & Office	Completed
	Excavation & Trenching and Heavy Equipment Training	Completed
	Focused Member – Follow Up Meetings	Completed
	Focused Member – Initial Risk Control Services meeting	Completed
	Haz Com & LOTO Training	In Progress
	Hearing Conservation and BBPP Training	Completed
	Hearing Conservation Program Review and Revision	Awaiting Member
	Heat Illness Prevention, Outdoor Hazards and Zoonotics	Completed
	Heat Illness Prevention Program Review and Revision	Awaiting Member
	Respiratory & Silica Dust Safety Training	Completed
	Workplace Violence Prevention – Development	Awaiting Member
	Workplace Violence Training	Completed
	Ergonomic Evaluations	Completed

Member	Activity	Project Status
Los Gatos, Town of	Safety Committee Consultation	Completed
	Safety Committee Consultation	Completed
	Safety Committee Consultation	Completed
	Safety Committee Consultation	Completed
	Forklift Training	In Progress
	Defensive Driving Training – Behind the Wheel Coaching	Completed
Milpitas, City of	Update 5-year loss analysis	Completed
	LOTO Program Development	Completed
Morgan Hill, City of	Annual Training Consultation	Completed
	Aerial Device Training & Certification	Awaiting Member
	Confined Space Entry Awareness Training	Completed
	Defensive Driving Training	Completed
	Drug and Alcohol-Free Workplace Awareness Training	Scheduled
	Emergency Action Preparedness Refresher Training	Completed
	Fall Protection Program Development	Completed
	Fall Protection Training	Completed
	Forklift Training & Certification	Completed
	Hazard Communication and LOTO Training	Completed
	Heat Illness Prevention and Bloodborne Pathogens Exposure Control Training	Completed
	Hearing Conservation Training	Completed
	IIPP Training for City Hall	Awaiting Member
	IIPP Training for PW	Awaiting Member
	IIPP Program Review and Revision	Completed
	Industrial Ergo for PW Training	Completed
	Outdoor Hazards	Completed

Member	Activity	Project Status
Morgan Hill, City of	Annual Training Consultation	Completed
	LOTO Program Development	Awaiting Member
	PPE Refresher Training	Completed
	Respiratory Protection Certification and Training	Completed
	Tool Safety Training	Completed
	Traffic Control & Flagging Training	Completed
	Trenching and Excavation Training	Completed
	Workplace Violence Prevention	Completed
Newark, City of	Full Risk Management Assessment	Completed
	Physical Hazard Inspection	Completed
	IIPP Review and Revision	Awaiting Member
PLAN JPA	Focused Self-Assessment Development ADA Compliance and Transition Plans	In Progress
	Focused Self-Assessment Development Aquatic Liability Risk Management	Completed
	Focused Self-Assessment Development Claims Reporting and Follow-up	In Progress
	Focused Self-Assessment Development Contractor Selection	In Progress
	Focused Self-Assessment Development Contractual Risk Transfer Self-Assessment	In Progress
	Focused Self-Assessment Development Employment Practices Liability	Completed
	Focused Self-Assessment Development Facilities Maintenance and Hazard Identification	In Progress
	Focused Self-Assessment Development Fire Department Liability Risk Management	In Progress
	Focused Self-Assessment Development Lia RM Goals and Action Plans	Completed
	Focused Self-Assessment Development Law Enforcement Liability Best Practices	Completed
	Focused Self-Assessment Development Playground Safety	Completed
	Focused Self-Assessment Development Risk Management Policy and Organization	Completed
	Focused Self-Assessment Development Road/Street Maintenance	In Progress
	Focused Self-Assessment Development Urban Forest Management	Completed

Member	Activity	Project Status
PLAN JPA	Focused Self-Assessment Development	Completed
	Vehicle Use & Operations Self-Assessment	
	Peer Review	
	Best Practices Companion to Self-Assessment	Completed
	Aquatics Liability Risk Management	
	Best Practices Companion to Self-Assessment	Completed
	Sidewalks	
	Best Practices Companion to Self-Assessment	In Progress
	Contractual Risk Transfer Best Practices	
	Best Practices Companion to Self-Assessment	In Progress
	Employment Practices Liability	
	Best Practices Companion to Self-Assessment	Completed
	Law Enforcement Liability Risk Management	
Pacifica, City of	Best Practices Development	Completed
	Playground Liability	
	Best Practices Development	Completed
San Bruno, City of	Liability Risk Management Goals & Action Plans	
	Best Practices Development	Completed
	Sidewalk Inspection and Maintenance	
	Best Practices Development	In Progress
	Urban Forest Management	
	Best Practices Development	Completed
	Vehicle Use and Operations	
	Focused Member – Initial Consultation	Completed
	Workers' Compensation Loss Trend Analysis	In Progress
	Liability Loss Trend Analysis	In Progress
	Drug and Alcohol-Free Policy Development	Completed
	Focused Member – Initial Consultation	Completed
	Safety Committee Consultation	Completed
	Safety Committee Consultation	Completed
	Safety Committee Consultation	Completed
	Safety Committee Consultation	Scheduled
	Towing Policy Consultation	In Progress
	Kitchen Safety Audit	Completed
	Urban Forest Management Consultation	Completed
	Volunteer Management	In Progress
	WC and Liability Loss Analyses	In Progress



Member	Activity	Project Status
San Carlos, City of	Focused Member – Initial Consultation	Completed
	Focused Member – Follow-Up Meeting	Completed
	5-Year Liability Loss Trend Analysis	Completed
	Annual Risk Management Committee Consultation	Completed
	Bicycle/Pedestrian Public Education Materials Consultation	Canceled by Member
	Confined Space Entry Program Development	Completed
	Defensive Driving – General Training	Scheduled
	Defensive Driving – Service Van Training	Scheduled
	Ergonomic Evaluations	Completed
	Ergonomic Evaluations	Completed
	Ergonomics Phone & E-mail Consultation	Completed
	Ergonomics Training	Completed
	Ergonomics Training	Completed
	Hazard Communication Training	Completed
	Hearing Conservation Program Development	In Progress
	Hearing Conservation Training	In Progress
	Heat Illness Prevention Program Review and Revision	In Progress
	Heat Illness Prevention Training	Scheduled
	Hot Work Permit Program Development	In Progress
	Lockout/Tagout Program Development	In Progress
	Summer Safety/Outdoor Hazards Training	Scheduled
	PPE Program Development	In Progress
	Silica Dust Exposure Control Program Development	Completed
	Silica Dust Potential Exposure Incident Consultation	Completed

Member	Activity	Project Status
San Carlos, City of	Urban Forest Management Consultation	Completed
	Urban Forest Management Public Education Consultation	In Progress
Saratoga, City of	Focused Member – Initial Meeting	Completed
	Safety Committee Consultation	Completed
	Safety Committee Consultation	Completed
	Safety Committee Consultation	Completed
	Safety Committee Consultation	Completed
South San Francisco, City of	Ergonomics Evaluation	Completed
	Ergonomics Evaluation	Completed
	Ergonomics Evaluation	Completed
	Ergonomics Evaluation	Completed
	Ergonomics Evaluation	Completed
	Ergonomics Evaluation	Completed
Suisun City, City of	Cal/OSHA Consultation	Completed
Tiburon, City of	Driver Training	Completed

Member	Activity	Project Status
American Canyon, City of	Ergonomic Evaluations (7)	Completed
Atherton, Town of	Ergonomic Evaluations (3)	Completed
	Contractual Risk Transfer Consultations (2)	Completed
Benicia, City of	Ergonomic Evaluations (5)	Completed
Burlingame, City of	Traffic Control and Flagger Training	In Progress
Campbell, City of	None	
Colma, Town of	Ergonomic Evaluation	In Progress
	Traffic Control and Flagger Training	In Progress
Cupertino, City of	Liability Exposures Consultation	In Progress
	Traffic Control and Flagger Training	In Progress
Dublin, City of	Hazmat Inspection and CERS Submission	Completed
	Ergonomic Evaluations (12)	In Progress
	Defensive Driver Training	In Progress
	IIPP/CPP/EAP Training	In Progress
	Safety Committee Meeting	Completed
	Safety Committee Meeting	Completed
	Traffic Control and Flagger Training	In Progress
Foster City, City of	Defensive Driver Training	Completed
Half-Moon Bay, City of	None	
Los Altos Hills, Town of	Aerial Lift Training	In Progress
	Equip Ops & Welding, Cutting, Hot Work & Compressed Gas Safety Training	In Progress
	Ergonomics Training - Industrial & Office	In Progress
	Traffic Control and Flagger Training	In Progress
	Focused Member – Follow Up Meetings	Completed
	Haz Com & LOTO Training	In Progress
	PPE Training	In Progress

Member	Activity	Project Status
Los Altos Hills, Town of	Hearing Conservation Program Review and Revision	Awaiting Member
	Heat Illness Prevention Program Review and Revision	Awaiting Member
	Accident Investigation Training	Completed
Los Gatos, Town of	None	
Milpitas, City of	Driver Safety Program Development	Awaiting Member
Morgan Hill, City of	Traffic Control & Flagger Training	In Progress
	Fall Protection & Ladder Training	In Progress
	Asbestos Awareness Training	Completed
	Respiratory Protection Certification and Training	In Progress
	Tool Safety Training	In Progress
	Workplace Violence Prevention Training	In Progress
Newark, City of	Office Ergonomics Training	Completed
	EAP Consultation	Completed
	Drug and Alcohol Policy Development	Awaiting Member
	Workplace Violence Training	Completed
PLAN JPA	None	
Pacifica, City of	None	
San Bruno, City of	Drug and Alcohol Training	In Progress
	Towing Policy Consultation	In Progress
	Urban Forest Management Consultation	Completed
	Volunteer Management	In Progress
	Cal/OSHA Consultation	In Progress



## Risk Control Services Summary July 1, 2022, to September 30, 2022

Member	Activity	Project Status
San Carlos, City of	Ergonomic Evaluation	In Progress
	Hearing Conservation Program Development	In Progress
	Heat Illness Prevention Program Review and Revision	In Progress
	Hot Work Permit Program Development	In Progress
	PPE Program Development	In Progress
	Continuity of Operations Plan	Awaiting Member
	Asbestos Consultation	Completed
Saratoga, City of	None	
South San Francisco, City of	Ergonomics Evaluation	Awaiting Member
Suisun City, City of	None	
Tiburon, City of	None	

**RISK CONTROL MATTERS**

**SUBJECT: Update on 2022 Sewer and Stormwater Summit**

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**BACKGROUND AND HISTORY:**

PLAN JPA co-sponsors an annual Sewer & Stormwater Summit with other risk sharing pools and contracts with DKF Solutions Group (DKF) for coordination of the event. The Summit takes place in October to provide education and training that will help prevent sewer and stormwater loss incidents. This year's co-sponsor is the California Sanitation Risk Management Authority (CSRMA).

At the June 18, 2021, Board of Directors meeting, The Board approved PLAN JPA's continued participation in the Summit and approved the sponsorship fee which may range from \$12,250 to \$15,250. The Board's goal is to reduce PLAN JPA losses through continuous education of those employees involved in sewer and stormwater system maintenance and operation.

Staff reported that the 2022 Sewer and Stormwater Summit would be presented on a virtual platform.

The 2022 Virtual Summit will:

1. Be provided in a virtual environment available via computer, smart phone, tablet, and iPad.
2. Record the Summit sessions for future use by attendees.
3. Be free of charge to the employees of PLAN JPA and CSRMA members.
4. Offer a special Agency registration package for non-sponsoring agencies who have multiple employees who need to maintain education credits.
5. Offer a reduced registration cost for non-sponsoring individuals as the costs of hosting the Summit are reduced due to the elimination of food and hotel accommodations.
6. Have links to sponsor organizations posted on the virtual conference website.
7. Have networking opportunities for attendees via chat rooms.
8. Offer attendees the opportunity to interact with vendors through chat rooms.
9. Provide vendors an opportunity to post videos depicting their services.
10. Require vendors to pay a fee to participate to cover the added cost that result from hosting their access points.

PLAN JPA members have been sent the registration announcement in increasing frequency since August. Currently there are 71 PLAN JPA member employees that have registered.

Registrants were sent instructional emails at the end of September regarding how they can build their agenda on the conference platform. As registration continues, new registrants will receive the same information. In the days immediately prior to the board cast registrants will receive detailed instructions regarding what to do/expect on October 20th when they login. The emails will also include information on how to access the speaker and vendor chat rooms that will be available during the Summit broadcast.

**PLAN JPA  
RISK MANAGEMENT COMMITTEE MEETING**

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**October 20, 2022**

**Agenda Item 6.B.  
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The summit has four tracks with five sessions in each track providing 20 education opportunities:

- Track 1 – Safety & Leadership
- Track 2 – Management / Regulatory Compliance
- Track 3 – Operations
- Track 4 – Stormwater

As of September 23, 2022, 209 people had registered for the Summit. Nine PLAN JPA members have registered 71 employees, and two risk control managers who participate in servicing PLAN JPA are registered to attend. We anticipate the number of participants will increase as the Summit date gets closer. The final count for the 2021 Summit was only 61 PLAN JPA registrants, so we are well ahead of last year's count.

<b>PLAN JPA Member</b>	<b>Number of Employees Registered for the Summit</b>
American Canyon, City of	8
Burlingame, City of	1
Foster City, City of	25
Hillsborough, Town of	6
Los Altos Hills, Town of	5
Milpitas, City of	1
Morgan Hill, City of	1
Pacifica, City of	2
PLAN JPA	2
San Bruno, City of	19
<b>Grand Total</b>	<b>71</b>

**RECOMMENDATION:**

*None.*

**REFERENCE MATERIALS ATTACHED:**

- 2022 Sewer and Stormwater Summit Announcement

# 17th Annual Sewer and Stormwater Summit

New Regulations  
New Opportunities  
New Resources

Wednesday, 12 October 2022

8:00am - 2:45pm PST

A virtual/online conference.

FREE for CSRMA, PLAN JPA, and WSRMP  
Members

\$50 for Individual non-Members

\$400 for Agency non-Members  
(>8 Individuals)

## TRACK ONE

Collections Worker Safety & Leadership

## TRACK TWO

Management & Regulatory Compliance

## TRACK THREE

Operations

## TRACK FOUR

Stormwater

## WHO SHOULD ATTEND?

Public Works Directors

City Attorneys

Sewer System Managers

Sewer Collections Workers

Maintenance Personnel

Stormwater Management Professionals



# Register Today!

Scan QR Code or Go To:

<https://dkfsolutions.regfox.com/sewer-summit-2022>





# 4 Tracks ~ 5 Sessions ~ 20 Topics

## TRACK ONE

Collections Worker Safety & Leadership

## TRACK TWO

Management & Regulatory Compliance

## TRACK THREE

Operations

## TRACK FOUR

Stormwater

Certificates for contact hours will be issued upon confirmation of attendance.

Login credentials to access the online conference will be emailed separately.

**Wednesday, 12 October 2022**

**8:00am - 2:45pm PST**

**A virtual/online conference.**

For more details on the various sessions and speakers and to register:

**Go To: <https://dkfsolutions.regfox.com/sewer-summit-2022>**

Sponsored by:



**October 20, 2022**

**Agenda Item 6.C.**

**RISK CONTROL MATTERS**

**SUBJECT: ResoluteGuard and Cyber Underwriting Updates**

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**BACKGROUND AND HISTORY:**

As an initiative from PLAN's December 2019 strategic planning meetings, staff focused on discovering cyber security options for members. Staff developed a four-part series of cyber risk webinars which were presented to members from August 19, 2020, to September 23, 2020. Additionally, Sedgwick Pooling added a California IT Risk Control Manager, Colette Klier, to our team. To date, approximately six (6) members have engaged Sedgwick to perform cyber security risk assessments. At the December 8, 2021, Strategic Planning Session, Jon Paulsen, General Manager, and Jeff Schobel, CEO of ResoluteGuard, presented the capabilities of ResoluteGuard to members.

On June 6, 2022, PLAN JPA executed a payment agreement with Resolute Guard LLC, to provide an option to obtain cyber risk management services. While this payment agreement is narrow and only provides a payment for services mechanism, each member must also engage in an individualized services agreement between the member and Resolute Guard.

To date, ten (10) members have entered into services agreements and one (1) is pending signature by the member. Three (3) members have entered discussions with the vendor and have not committed one way or another. Four (4) members have stated they have similar services in place that achieve the same outcomes and do not wish to engage with this vendor. The remaining members have not expressed interest in the program, nor have they confirmed any cyber related security solutions already in use for their respective city/town.

Regarding Cyber Underwriting updates, staff has received the latest version of the cyber liability coverage application (v.7) from Alliant Insurance Services. The application for Beazley Insurance Company, Inc. contains numerous questions in excess of historical applications regarding vulnerabilities and exposures, disaster recovery plans, and access management. While there is an indication of more stringent underwriting requirements, there is no certainty from the market as of this date.

**RECOMMENDATION:**

*None.*

**REFERENCE MATERIALS ATTACHED:**

*None*

**October 20, 2022**

**Agenda Item 6.D.**

**RISK CONTROL MATTERS**

**SUBJECT: Discussion Regarding PLAN JPA Grant Fund Allocations**

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**BACKGROUND AND HISTORY:**

As of September 30, 2022, the Risk Management Fund has a balance of \$1,329,589 which is available for use by the PLAN JPA members. Since July 1, 2021, only seven (7) members have utilized their respective funds, reimbursing \$177,317 over the past 15 months.

The current Risk Management Fund balance for PLAN members, falls between the range of \$6,000 to \$160,000. Annual funding of the Risk Management Grants draws from PLAN JPA's equity. As a result of the insignificant utilization, and an ever-growing liability for PLAN, at the May 19, 2022, Executive Committee meeting, staff presented the following options to reduce the continued increases to PLAN's liability:

- Option 1 – Pause annual funding of \$500,000, until fund balance falls below \$500,000
- Option 2 – Decrease annual funding from \$500,000 to \$250,000.
- Option 3 – Pause annual funding indefinitely.

The Committee reviewed the three options and directed staff to draft the budget, placing a moratorium on the addition of additional funds to the Risk Management Fund Program for a year, pending further discussions at future Risk Management and Executive Committee meetings, as well as at the December Strategic Planning Session.

**RECOMMENDATION:**

*Staff recommends the Risk Management Committee provide further guidance regarding whether to continue the moratorium on the addition of funds to the PLAN JPA Grant Fund, or take other actions as determined by the Committee.*

**REFERENCE MATERIALS ATTACHED:**

- 2022/23 Operating Budget
- 2022/23 Risk Management Grant Fund

# PLAN JPA

## 2022/2023 Final Operating Budget

### Summary of Contributions by Program

Member	Liability Program Page 2	Property Program Page 3	EPL Liability	2022/23 Total Contributions	Prior Year Comparison			Payroll Comparison			Ex-mod Comparison		
					2021/22 Total Contributions	Increase/ (Decrease)	Percent Change	Estimated Payroll 2022/23	Estimated Payroll 2021/22	% Change	2022/23	2021/22	Change
American Canyon	\$ 442,170	\$ 172,404	\$ 50,113	\$ 664,687	\$ 550,928	\$ 113,759	21%	\$ 8,503,800	\$ 6,738,943	26.2%	58%	61%	-4.8%
Atherton	305,924	132,487	35,401	473,812	296,677	177,135	60%	7,486,700	5,103,982	46.7%	140%	130%	7.4%
Benicia	911,472	521,317	-	1,432,789	1,186,508	246,281	21%	23,954,000	22,887,654	4.7%	114%	87%	30.6%
Burlingame	881,632	435,428	-	1,317,060	1,026,832	290,228	28%	27,115,100	22,895,189	18.4%	107%	82%	30.3%
Campbell	880,200	220,130	-	1,100,330	990,012	110,318	11%	23,557,700	22,756,074	3.5%	73%	82%	-11.1%
Colma	121,850	63,650	-	185,500	155,780	29,719	19%	4,065,300	3,973,521	2.3%	100%	77%	30.2%
Cupertino	989,636	273,555	-	1,263,191	914,250	348,941	38%	25,593,400	23,860,889	7.3%	44%	39%	13.7%
Dublin	1,062,626	537,380	-	1,600,006	1,138,084	461,922	41%	10,171,800	9,733,186	4.5%	109%	84%	30.1%
East Palo Alto	733,568	73,291	-	806,859	551,587	255,272	46%	14,354,600	9,453,047	51.9%	132%	117%	12.8%
Foster City	663,276	354,149	-	1,017,425	707,592	309,833	44%	24,874,900	19,827,337	25.5%	40%	31%	29.4%
Half Moon Bay	270,263	73,066	-	343,329	293,662	49,667	17%	4,748,600	4,089,523	16.1%	82%	76%	7.9%
Hillsborough	381,149	182,738	-	563,887	507,590	56,296	11%	12,861,200	11,138,285	15.5%	83%	91%	-8.9%
Los Altos Hills	208,820	42,230	-	251,051	264,370	(13,320)	-5%	2,817,400	3,005,980	-6.3%	121%	172%	-29.7%
Los Gatos	620,909	145,790	-	766,700	703,807	62,892	9%	20,772,900	22,378,814	-7.2%	39%	48%	-19.3%
Millbrae	550,035	296,406	-	846,441	687,282	159,158	23%	8,016,500	7,733,077	3.7%	165%	231%	-28.6%
Milpitas	1,825,156	535,695	-	2,360,851	1,726,611	634,240	37%	62,317,100	64,362,249	-3.2%	83%	87%	-4.8%
Morgan Hill	1,210,173	351,921	-	1,562,093	1,426,547	135,546	10%	30,223,300	29,567,808	2.2%	93%	114%	-18.1%
Newark	1,064,725	365,409	-	1,430,134	1,192,473	237,661	20%	22,383,200	21,770,775	2.8%	103%	98%	5.2%
Pacifica	1,077,143	513,722	-	1,590,865	1,445,676	145,189	10%	21,633,500	19,531,220	10.8%	136%	151%	-9.9%
Portola Valley	122,062	37,161	-	159,223	134,526	24,697	18%	2,093,500	1,721,873	21.6%	81%	81%	0.2%
Ross	93,667	20,922	-	114,589	101,650	12,939	13%	2,612,300	2,447,463	6.7%	70%	70%	0.0%
San Bruno	1,359,839	236,946	-	1,596,785	1,445,909	150,876	10%	32,064,600	31,136,941	3.0%	132%	143%	-7.6%
San Carlos	800,706	161,745	-	962,451	1,075,117	(112,666)	-10%	10,624,400	8,395,419	26.5%	259%	369%	-29.9%
Saratoga	645,462	111,045	-	756,507	516,860	239,647	46%	8,436,600	7,444,257	13.3%	153%	140%	9.2%
South San Francisco	1,419,281	844,548	-	2,263,829	2,063,357	200,472	10%	48,319,000	51,563,560	-6.3%	58%	73%	-20.5%
Suisun City	584,838	108,378	-	693,216	467,826	225,390	48%	9,635,800	7,836,131	23.0%	97%	75%	30.2%
Tiburon	239,493	38,605	-	278,098	215,958	62,140	29%	4,579,200	3,862,568	18.6%	103%	79%	30.1%
Woodside	164,383	28,006	14,973	207,362	174,420	32,942	19%	2,350,600	2,121,729	10.8%	129%	99%	30.0%
<b>Total</b>	<b>\$ 19,630,455</b>	<b>\$ 6,878,124</b>	<b>\$ 100,487</b>	<b>\$ 26,609,066</b>	<b>\$ 21,961,891</b>	<b>\$ 4,647,175</b>	<b>21%</b>	<b>\$ 476,167,000</b>	<b>\$ 447,337,492</b>	<b>6.4%</b>			
Prior Year Actuals	16,725,154	5,149,872	\$86,867	21,961,893									
Incr./(Decr.)	\$ 2,905,301	\$ 1,728,252	\$ 13,620	\$ 4,647,173									
% Change	17%	34%	16%	21%									

#### Notes:

Payroll comparison was obtained from the actuarial study. The payroll numbers are estimates that were used at the time of funding.

The ex-mod comparisons were obtained from actuarial reports.

EPL coverage is through Employment Risk Management Authority (ERMA).

# PLAN JPA

## 2022/2023 Final Operating Budget

### Liability Program Contribution Schedule

Pool Funding @ 60% Confidence Level, 2.0% Discount Factor

Members	Member SIR	Funding for Losses SIR-\$1M	Reinsurance/Excess Insurance			Administration Expense	Deposit from PY 50%	Unallocated Contributions	Members capped at 50%	Uncapped Members	Allocation of Contributions	2022/23 60% CL Liability Budget	Budget Comparison	
			CARMA \$9M x \$1M	Rein/Excess \$20M x \$10M	Total Insurance								2021/22 60% CL Liability Budget	Percent Increase / (Decrease)
			Note 1	Note 2	Note 3	Note 4	Note 5	Note 6	Note 7	Note 8	Note 9	Note 10	Note 9	Note 10
American Canyon	\$25,000	\$ 74,249	\$ 176,851	\$ 127,219	\$ 304,070	\$ 59,537	\$549,375	\$ 437,856	-	\$ 437,856	\$ 442,170	\$ 442,170	\$ 366,250	20.7%
Atherton	\$25,000	157,010	58,628	42,174	100,802	45,127	362,127	302,939	-	302,939	305,924	305,924	241,418	26.7%
Benicia	\$25,000	406,546	230,488	165,803	396,291	99,741	1,147,421	902,579	-	902,579	911,472	911,472	764,947	19.2%
Burlingame	\$250,000	191,796	252,891	181,918	434,808	246,425	1,015,706	873,030	-	873,030	881,632	881,632	677,137	30.2%
Campbell	\$100,000	183,678	353,099	254,003	607,103	80,831	1,221,645	871,612	-	871,612	880,200	880,200	814,430	8.1%
Colma	\$50,000	53,231	14,104	10,146	24,250	43,180	160,484	120,661	-	120,661	121,850	121,850	106,989	13.9%
Cupertino	\$250,000	74,188	498,674	358,723	857,396	48,396	1,062,890	979,981	-	979,981	989,636	989,636	708,593	39.7%
Dublin	\$50,000	145,196	550,015	395,655	945,670	67,544	1,062,626	1,158,410	1,062,626	-	-	1,062,626	708,417	50.0%
East Palo Alto	\$100,000	201,964	258,026	185,612	443,638	80,809	746,714	726,410	-	726,410	733,568	733,568	497,809	47.4%
Foster City	\$100,000	106,622	279,212	200,852	480,064	70,119	693,498	656,805	-	656,805	663,276	663,276	462,332	43.5%
Half Moon Bay	\$50,000	50,918	104,647	75,278	179,925	36,783	356,781	267,626	-	267,626	270,263	270,263	237,854	13.6%
Hillsborough	\$50,000	140,567	96,842	69,664	166,506	70,357	543,617	377,430	-	377,430	381,149	381,149	362,411	5.2%
Los Altos Hills	\$25,000	50,785	71,329	51,311	122,640	33,358	349,268	206,783	-	206,783	208,820	208,820	232,845	-10.3%
Los Gatos	\$50,000	107,079	262,157	188,584	450,741	57,031	880,541	614,851	-	614,851	620,909	620,909	587,027	5.8%
Millbrae	\$100,000	140,686	191,364	137,659	329,023	74,959	735,026	544,668	-	544,668	550,035	550,035	490,017	12.2%
Milpitas	\$100,000	552,618	643,261	462,732	1,105,994	148,736	1,924,917	1,807,348	-	1,807,348	1,825,156	1,825,156	1,283,278	42.2%
Morgan Hill	\$100,000	298,746	402,758	289,725	692,483	207,136	1,722,860	1,198,365	-	1,198,365	1,210,173	1,210,173	1,148,573	5.4%
Newark	\$100,000	245,712	415,383	298,807	714,190	94,434	1,444,731	1,054,336	-	1,054,336	1,064,725	1,064,725	963,154	10.5%
Pacific	\$50,000	385,060	322,128	231,724	553,852	127,721	1,543,967	1,066,633	-	1,066,633	1,077,143	1,077,143	1,029,311	4.6%
Portola Valley	\$25,000	25,263	38,768	27,888	66,655	28,953	161,910	120,871	-	120,871	122,062	122,062	107,940	13.1%
Ross	\$25,000	27,341	21,654	15,577	37,230	28,182	132,843	92,753	-	92,753	93,667	93,667	88,562	5.8%
San Bruno	\$100,000	450,194	382,031	274,815	656,846	239,531	1,883,625	1,346,571	-	1,346,571	1,359,839	1,359,839	1,255,750	8.3%
San Carlos	\$100,000	292,712	253,469	182,334	435,802	64,379	1,445,244	792,894	-	792,894	800,706	800,706	963,496	-16.9%
Saratoga	\$25,000	193,507	259,692	186,810	446,502	49,151	645,462	689,161	645,462	-	-	645,462	430,308	50.0%
South San Francisco	\$100,000	299,668	570,759	410,578	981,337	124,429	2,214,459	1,405,434	-	1,405,434	1,419,281	1,419,281	1,476,306	-3.9%
Suisun City	\$25,000	139,577	245,545	176,634	422,179	52,759	584,838	614,515	584,838	-	-	584,838	389,892	50.0%
Tiburon	\$50,000	61,774	80,392	57,830	138,222	37,160	282,461	237,156	-	237,156	239,493	239,493	188,307	27.2%
Woodside	\$25,000	45,312	47,847	34,419	82,266	35,201	212,702	162,779	-	162,779	164,383	164,383	141,801	15.9%
<b>Total</b>		<b>\$ 5,102,000</b>	<b>\$ 7,082,013</b>	<b>\$ 5,094,472</b>	<b>\$ 12,176,485</b>	<b>\$ 2,351,970</b>		<b>\$ 19,630,455</b>	<b>\$ 2,292,926</b>	<b>\$ 17,168,370</b>	<b>\$ 17,337,529</b>	<b>\$ 19,630,455</b>	<b>\$ 16,725,154</b>	<b>17%</b>
Prior Year Actuals		4,728,999	6,043,223	4,278,198	10,321,421	2,228,157						16,725,154		
Incr./(Decr.)		373,001	1,038,790	816,274	1,855,065	123,813						2,905,301		
% Change		7.9%	17.2%	19.1%	18.0%	5.6%						17%		

#### NOTES:

- Note 1: Member Selected Self-Insured Retention
- Note 2: Adjusted funding needed for SIR to \$1,000,000 at the 60% confidence level from draft Actuarial Study dated March 15, 2022.
- Note 3: CARMA final budget received 6/13/22. In excess of CARMA, quotes received from Safety National, Everest, Hallmark, and AXIS. Allocation based upon draft actuarial study dated March 15, 2022
- 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 50% change in contributions from the prior year.
- Note 7: Members with contributions below the 50% cap.
- Note 8: Allocation of remaining contributions among uncapped members.
- Note 9: Total 2022/23 Liability Contributions
- Note 10: 2021/22 Liability Contributions by members.

#### Funding for the Pool Layer @ 2.0%

	\$1M SIR 21/22	\$1M SIR 22/23
Expected Undisc.	4,934,000	5,318,000
Expected Disc.	4,613,000	4,972,000
60% CL Disc.	4,729,000	5,102,000
70% CL Disc.	5,411,000	5,828,000
80% CL Disc.	6,311,000	6,787,000
90% CL Disc.	7,745,000	8,309,000

# PLAN JPA

## 2022/2023 Final Operating Budget

### Property Program Contributions Schedule

Pool Funding @ 70% Confidence Level, 2.0% Discount Factor

Member	SIR	Insured Values		Pool Funding SIR-\$500K	Excess Prop. Premium \$500k-\$1B	Flood Premium	Excess Cyber Coverage	Resolute Guard	2022/23 Program Deposit	Budget Comparison	
		2021/22 Insured Values	2022/23 Insured Values							2021/22 Program Deposit	Percent Increase / (Decrease)
		Note 1	Note 2	Note 3	Note 4	Note 5	Note 6	Note 7	Note 8	Note 9	
American Canyon	\$5,000	\$ 77,992,068	\$ 82,739,502	\$ 34,076	\$ 124,862	\$ 1,629	\$ 7,338	\$ 4,500	\$ 172,404	\$ 137,460	25.4%
Atherton	5,000	14,749,463	63,202,126	26,030	95,378	-	6,580	4,500	132,487	28,931	357.9%
Benicia	5,000	240,096,735	256,510,580	105,643	387,099	4,072	18,853	5,650	521,317	421,561	23.7%
Burlingame	5,000	198,240,888	211,536,210	87,120	319,228	2,221	21,209	5,650	435,428	349,695	24.5%
Campbell	5,000	95,629,138	101,992,873	42,005	153,917	-	18,558	5,650	220,130	175,582	25.4%
Colma	5,000	26,117,622	27,846,112	11,468	42,022	1,629	4,030	4,500	63,650	48,791	30.5%
Cupertino	5,000	112,253,511	128,166,947	52,785	193,416	1,629	20,075	5,650	273,555	205,657	33.0%
Dublin	5,000	251,241,889	272,090,670	112,059	410,611	1,629	8,581	4,500	537,380	429,667	25.1%
East Palo Alto	5,000	27,942,173	29,721,112	12,241	44,852	-	11,698	4,500	73,291	53,778	36.3%
Foster City	5,000	138,310,565	171,249,333	70,528	258,432	-	19,539	5,650	354,149	245,260	44.4%
Half Moon Bay	5,000	31,169,811	33,330,839	13,727	50,299	-	4,539	4,500	73,066	55,808	30.9%
Hillsborough	5,000	81,853,430	87,276,218	35,944	131,708	-	10,585	4,500	182,738	145,179	25.9%
Los Altos Hills	5,000	17,086,553	18,027,866	7,425	27,206	-	3,100	4,500	42,230	31,525	34.0%
Los Gatos	5,000	60,680,949	64,373,829	26,512	97,146	-	16,482	5,650	145,790	116,780	24.8%
Millbrae	5,000	114,215,155	147,061,725	60,567	221,930	2,434	6,975	4,500	296,406	197,265	50.3%
Milpitas	5,000	237,238,555	248,267,527	102,248	374,659	4,543	47,445	6,800	535,695	443,333	20.8%
Morgan Hill	5,000	153,263,394	167,166,110	68,847	252,270	1,629	23,525	5,650	351,921	277,974	26.6%
Newark	5,000	128,067,580	178,077,670	73,341	268,736	-	17,682	5,650	365,409	229,319	59.3%
Pacifica	5,000	233,716,394	249,217,975	102,639	376,094	12,216	17,123	5,650	513,722	416,365	23.4%
Portola Valley	5,000	14,620,936	15,669,809	6,454	23,647	-	2,560	4,500	37,161	26,586	39.8%
Ross	5,000	5,384,933	6,166,661	2,540	9,306	1,629	2,947	4,500	20,922	13,088	59.9%
San Bruno	5,000	101,178,656	107,446,679	44,251	162,147	-	24,898	5,650	236,946	190,159	24.6%
San Carlos	5,000	61,949,337	76,367,403	31,452	115,246	1,629	8,918	4,500	161,745	111,621	44.9%
Saratoga	5,000	47,346,919	50,823,366	20,931	76,697	1,629	7,288	4,500	111,045	86,552	28.3%
South San Francisco	5,000	323,533,686	410,486,058	169,057	619,462	12,216	37,012	6,800	844,548	587,051	43.9%
Suisun City	5,000	40,694,302	47,697,428	19,644	71,980	4,072	8,182	4,500	108,378	77,934	39.1%
Tiburon	5,000	13,543,414	14,609,067	6,017	22,046	1,629	4,413	4,500	38,605	27,651	39.6%
Woodside	5,000	10,121,584	10,804,161	4,450	16,305	-	2,752	4,500	28,006	19,299	45.1%
<b>Total</b>		<b>\$ 2,858,239,640</b>	<b>\$ 3,277,925,856</b>	<b>\$ 1,350,000</b>	<b>\$ 4,946,701</b>	<b>\$ 56,436</b>	<b>\$ 382,887</b>	<b>\$ 142,100</b>	<b>\$ 6,878,124</b>	<b>\$ 5,149,872</b>	<b>33.6%</b>
Prior Year Actuals		2,858,239,640		1,023,000		3,766,650		50,469		309,753	
Incr./(Decr.)		\$ 419,686,216		\$ 327,000		\$ 1,180,051		\$ 5,967		\$ 73,134	
% Change		14.7%		32.0%		31.3%		11.8%		23.6%	
								0.0%		33.6%	

#### Notes:

- Note 1: 2021/22 Total Insured property values obtained from Alliant.  
 Note 2: 2022/23 Total Insured property values as submitted by members. Updated as of 6/1/22  
 Note 3: Rate for PLAN pool (from actuarial report dated May 31, 2022) allocated using Note 2.  
 Note 4: Premium Quote from Alliant Property Insurance Program (APIP) allocated using Note 2.  
 Note 5: Flood cost are based upon 2021/22 expiring premiums with a 7% increase in premiums.  
 Note 6: Excess Cyber coverage: minimum \$1K per member and remaining allocated based upon payroll.  
 Note 7: Resolute Guard expenses Board approved 3/22/2022.  
 Note 8: Total 2022/23 Property Contributions by member (Total Notes 3 through 7).  
 Note 9: 2021/22 Property Contributions.

#### Funding for the Pooled Layer

		21/22	22/23
Expected	Undiscounted	870,000	1,151,000
Expected	Discounted	860,000	1,128,000
70% confidence Level	Discounted	1,023,000	1,350,000
75% confidence Level	Discounted	1,103,000	1,464,000
80% confidence Level	Discounted	1,197,000	1,598,000
85% confidence Level	Discounted	1,315,000	1,768,000

# PLAN JPA

## 2022/2023 Final Operating Budget

	2021/22		2022/23 Draft Operating Budget	Prior Year	
	Approved Budget	Projected Actuals		Increase/ (Decrease)	Percent Incr./ (Decr.)
<b>Revenues:</b>					
Contributions	\$ 21,994,710	\$ 21,961,893	\$ 26,609,066	\$ 4,614,356	21.0%
Funding from Equity	500,000	500,000		(500,000)	-100.0% <b>c</b>
Investment Income	530,000	89,868	221,725	(308,275)	0.0%
Less: Investment Fees	(35,000)	(36,000)	(36,000)	(1,000)	0.0%
<b>Total Revenues</b>	<b>22,989,710</b>	<b>22,515,761</b>	<b>26,794,791</b>	<b>3,805,081</b>	<b>16.6%</b>
<b>Expenses</b>					
<i>Claims Expense</i>	5,473,000	8,311,252	6,100,000	627,000	11.5% <b>a</b>
<i>Insurance Expense</i>					
Insurance - Liability	10,150,169	10,267,319	12,176,485	2,026,316	20.0%
Insurance - Property	3,766,650	3,817,118	4,946,701	1,180,051	31.3%
Flood Insurance	50,469	50,469	56,436	5,967	11.8%
Excess Cyber Coverage	309,753	309,750	382,887	73,134	23.6%
Resolute Guard	-	-	142,100	142,100	0.0%
Employment Liability Coverage	119,686	86,867	100,487	(19,199)	-16.0%
	<b>14,396,726</b>	<b>14,531,523</b>	<b>17,805,096</b>	<b>3,408,370</b>	<b>23.7% <b>b</b></b>
<i>Risk Management Grants</i>					
Risk Management Fund	500,000	500,000		(500,000)	-100.0% <b>c</b>
<i>Administration</i>					
Program Administration	968,429	968,429	997,482	29,053	3.0%
Financial Audit	21,800	21,800	22,900	1,100	5.0%
Actuarial Studies	41,000	45,720	47,150	6,150	15.0%
Claims Admin & Audit	747,897	726,897	784,704	36,807	4.9%
Legal Counsel	40,000	47,531	54,661	14,661	36.7%
Risk Control Services	274,660	274,660	298,440	23,780	8.7%
Sewer Summit	25,000	20,320	18,000	(7,000)	-28.0%
Other Insurance	54,371	50,838	57,633	3,262	6.0%
CAJPA Accreditation	12,000	-	12,000	-	0.0%
Bank Fees	5,000	5,400	6,000	1,000	20.0%
Meetings & Conferences:					
Meetings	25,000	1,000	40,000	15,000	60.0%
Training & Workshops	3,000	1,000	3,000	-	0.0%
Allowance for Contingencies	10,000	9,800	10,000	-	0.0%
<i>Total Administration Expenses:</i>	<b>2,228,157</b>	<b>2,173,395</b>	<b>2,351,970</b>	<b>123,813</b>	<b>5.6% <b>d</b></b>
<b>Total Expenses</b>	<b>22,597,883</b>	<b>25,516,170</b>	<b>26,257,066</b>	<b>3,659,183</b>	<b>16.2%</b>
<b>Budgeted Net Income (Loss)</b>	<b>391,827</b>	<b>(3,000,409)</b>	<b>537,725</b>	<b>145,898</b>	<b>37.2%</b>

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

	2021/22	2022/23	Difference	% Difference
Liability	\$4,613,000	\$4,972,000	\$359,000	7.8%
Property	860,000	1,128,000	268,000	31.2%
Total	\$5,473,000	\$6,100,000	\$627,000	11.5%

**b** Insurance expenses are budgeted to increase by 23.7% in comparison to 21/22 budget. Liability insurance expense are budgeted to increase 20% due to a continued hardening insurance market. Property rates are budgeted to increase 31.3% as the property market is continuing an upward trend. Cyber excess coverage is budgeted to increase 23.6% & employment liability coverage is budgeted to decrease 16% for those members who are participating in ERMA.

**c** Staff proposing a moratorium on additional funds, from PLAN's equity, to the Risk Mgmt Grant Fund until 2023/24.

**d** Administration expenses are expected to increase by 5.6% in comparison to 21/22 budget. While majority of the expenses are related to contractual increase, legal fees have been increased due to claims activity and coverage opinions by \$15K. In addition to claims admin and audit contractual increases, management of APD claims are budgeted at \$30K. Due to rising costs and in anticipation of in-person meetings for 22/23, meeting expenses have been increased by \$15K.



GRANT FUND BALANCES

For FISCAL YEAR 2022-2023

Member	2022/23 Liability Program Funding	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	April 2023	May 2023	June 2023	Total Grants Expensed in 22/23	Risk Mgmt Grant Available for Use
AMERICAN CANYON	\$ 14,712.62													0.00	\$ 14,712.62
ATHERTON	29,753.86													0.00	29,753.86
BENICIA	76,703.57													0.00	76,703.57
BURLINGAME	58,424.71													0.00	58,424.71
CAMPBELL	24,347.00													0.00	24,347.00
COLMA	7,502.41													0.00	7,502.41
CUPERTINO	40,992.55			1,689.09										1,689.09	39,303.46
DUBLIN	46,239.20													0.00	46,239.20
EAST PALO ALTO	50,037.17													0.00	50,037.17
FOSTER CITY	44,630.95													0.00	44,630.95
HALF MOON BAY	28,108.71													0.00	28,108.71
HILLSBOROUGH	13,355.90													0.00	13,355.90
LOS ALTOS HILLS	13,737.86													0.00	13,737.86
LOS GATOS	69,429.08	7,235.52												7,235.52	62,193.56
MILLBRAE	54,939.60													0.00	54,939.60
MILPITAS	10,000.15													0.00	10,000.15
MORGAN HILL	117,344.69													0.00	117,344.69
NEWARK	96,709.81													0.00	96,709.81
PACIFICA	106,861.89													0.00	106,861.89
PORTOLA VALLEY	13,404.12													0.00	13,404.12
ROSS	5,916.12													0.00	5,916.12
SAN BRUNO	73,696.65													0.00	73,696.65
SAN CARLOS	48,092.14													0.00	48,092.14
SARATOGA	46,135.69													0.00	46,135.69
SOUTH SAN FRANCISCO	160,150.29													0.00	160,150.29
SUISUN CITY	44,831.41													0.00	44,831.41
TIBURON	25,943.06													0.00	25,943.06
WOODSIDE	16,513.08													0.00	16,513.08
GRAND TOTAL	\$ 1,338,514.32	\$ 7,235.52	\$ -	\$ 1,689.09	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,924.61	\$ 1,329,589.71



**October 20, 2022**

**Agenda Item 6.E.**

**RISK CONTROL MATTERS**

**SUBJECT: Discussion Regarding Topics for Strategic Planning Session**

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**BACKGROUND AND HISTORY:**

Annually in December, in conjunction with the Board of Directors meeting, the PLAN JPA Board holds a Strategic Planning Session to discuss topics of concern and areas of interest to the membership. Potential topics include the following:

- Grant Fund Allocation
- Executive/Claims Committee Merger
- Coverage Limits (\$5M x \$30M)
- Case Trends
- Actuarial Capping of Losses for the Liability Program
- Surplus & Equity Targets
- Member Allocation Calculations
- ERMA Option for EPL
- Rejected Government Claims & Process

Additionally, staff would like direction on how to hold the Strategic Planning Session. Last year, three sessions were held virtually throughout the day. Staff would like the Committee to provide direction, which will be brought to the Executive Committee at their meeting on October 27, 2022.

**RECOMMENDATION:**

*Staff recommends the Committee provide direction.*

**REFERENCE MATERIALS ATTACHED:**

None