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**RISK MANAGEMENT COMMITTEE MEETING
AGENDA**

**Wednesday, October 25, 2023
3:00 p.m.**

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

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 Risk Management 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 (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

- 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.

* Reference materials enclosed with staff report.

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 October 20, 2022, Risk Management Committee Meeting
Recommendation: Staff recommends the Risk Management Committee approve the Consent Calendar.

6. RISK CONTROL MATTERS

- 9 *A. 2023/24 Risk Control Plan Update and Grant Fund Program Update
Recommendation: None.

- 21 *B. Update on 2023 Sewer and Stormwater Summit
Recommendation: None.

- 24 C. Review of Strategic Planning Topics for 2023 Annual Workshop
Recommendation: None.

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 30, 2023, at 2:00 p.m. via videoconference.
- The next Strategic Planning Session will be held on November 29, 2023, at the Toll House Hotel in Los Gatos, CA.
- The next Board of the Directors meeting will be held on November 30, 2023, at the Toll House Hotel in Los Gatos, CA.

* Reference materials enclosed with staff report.

October 25, 2023

Agenda Item 5.A.

CONSENT CALENDAR

SUBJECT: Consent Calendar

BACKGROUND AND HISTORY:

The Consent Calendar consists of items that require approval or acceptance but are self-explanatory and generally 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 October 20, 2022, Risk Management Committee Meeting

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

**MINUTES OF THE RISK MANAGEMENT COMMITTEE
MEETING OF OCTOBER 20, 2022**

A regular meeting of the Risk Management Committee was held on October 20, 2022, via videoconference.

MEMBERS PRESENT: George Rodericks, Chair, Atherton
Jeremy Dennis, Portola Valley
Suzanne Creekmore, Tiburon

MEMBERS ABSENT: Lisa Lopez, Half Moon Bay
Yulia Carter, Pacifica

OTHERS PRESENT: Eric Dahlen, Senior Consultant
Katie Sullivan, Assistant General Manager
Bill Taylor, Risk Control Manager
Derek Steege, Sedgwick Program Administration
Matt Braley, Contractual Risk Transfer Manager

1. CALL TO ORDER:

The Regular Meeting of the PLAN JPA Risk Management Committee meeting was called to order at 10:03 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):

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

4. PUBLIC COMMENTS:

None.

5. CONSENT CALENDAR:

Suzanne Creekmore moved to approve the following item: A) Minutes from the April 26, 2022, Risk Management Committee Meeting. Jeremy Dennis seconded the motion. A roll call vote was taken and the motion passed unanimously by George Rodericks, Jeremy Dennis, and Suzanne Creekmore.

6. RISK CONTROL MATTERS:

A. 2022/23 Risk Control Plan and Grant Fund Program Update

The Board of Directors reviewed and approved the proposed 2022/23 Risk Control Service Plan on June 22, 2022. The 2022/23 Risk Control Service Plan was influenced by interactions with members and discussions from the December 2021 Strategic Planning Session.

Bill Taylor, Risk Control Manager, stated some modifications to the plan were made to ensure compliance with the evolving COVID-19 conditions for the safety and health of PLAN JPA members and staff. Mr. Taylor reviewed the following highlights of the services provided:

- Risk Control Services on Request
 - Provided training, ergonomic evaluations, and program development utilizing WebEx, Zoom, and Teams virtual platforms. On-site services provided when COVID-19 protection requirements can be maintained.
- Focused Member Services
 - Nine PLAN JPA members were identified as having a 2022/23 ex-mod greater than 120%. Staff provided one-on-one risk control services catered to issues they are most interested in addressing and/or their more significant liability exposures.
- Development of Focused self-Assessment Materials
 - Staff continues to build and refine documents for focused self-assessment and companion to best practices.
- Defensive Driving
 - Available regionally and to individual members utilizing virtual platforms. Recommended annually.
- Regional Training
 - Four regional training sessions, including the 2022 Sewer and Stormwater Summit. Other trainings include Fall Protection Training, Sexual Abuse and

Molestation Claims Against Public Entities, and Safe-Lifting and Industrial Ergonomics.

- Oversight of Risk Management Grant Fund Reimbursement
 - Review submissions for Risk Management Grant Fund Reimbursement to ensure submissions are within program guidelines and submitted by authorized personnel.

B. Update on 2022 Sewer and Stormwater Summit

The 2022 Sewer and Stormwater Summit will be held virtually in October 2022. At the June 22, 2022, Board of Directors meeting, the Board approved PLAN JPA's continued participation in the Summit and approved the sponsorship fee.

Mr. Taylor reported the 2022 Sewer and Stormwater Summit would continue to be presented on a virtual platform.

The Summit has four tracks with five sessions in each track providing 20 educational opportunities:

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

As of September 23, 2022, 209 people have registered for the Summit. Nine PLAN JPA members have registered 71 employees. Mr. Taylor noted it is expected for attendance to increase as the Summit approaches.

C. ResoluteGuard and Cyber Underwriting Updates

An initiative from PLAN JPA's December 2019 Strategic Planning Session was discovering cyber security options for members. Staff developed a four-part series of cyber risk webinars which were presented during Summer 2020. Eric Dahlen, Senior Consultant, reminded the Committee Sedgwick also added Colette Klier, California IT Risk Control Manager, to the team to assist members with cyber security assessments.

In June 2022, PLAN JPA executed an agreement with ResoluteGuard, LLC to provide an option to obtain cyber risk management services. Mr. Dahlen stated as of the meeting, ten PLAN JPA members entered into discussions with ResoluteGuard and four members stated they have similar services already in place.

Additionally, Alliant provided staff with additional information regarding the underwriting process for cyber coverage. With capacity, employed underwriters, and coverage all shrinking, pricing will increase. Other options are being explored for the 2023/24 Program Year.

D. Discussion Regard PLAN JPA Grant Fund Allocations

As of September 30, 2022, the Risk Management Grant Fund has a balance of \$1.3M available for use by PLAN JPA members. Since July 1, 2021, only seven members have utilized their funds over the past 15 months.

Mr. Dahlen expressed this is a growing liability for PLAN JPA and the following options were provided to the Executive Committee:

- Option 1: Pause annual funding of \$500k until fund balance falls below \$500k;
- Option 2: Decrease annual funding from \$500k to \$250k; or
- Option 3: Pause annual funding indefinitely.

The Executive Committee reviewed the three options and elected to place a moratorium on the addition of funds to the Grant Fund, pending further discussion.

After a brief discussion, the Committee directed staff to obtain feedback from the Executive Committee at their next meeting.

E. Discussion of Topics for Strategic Planning Session

Mr. Dahlen reminded the Committee PLAN JPA holds a Strategic Planning Session in conjunction with the December Board of Directors meeting to discuss topics of concern and areas of interest to the membership. He reviewed the following suggestions:

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

Discussion ensued around topics and whether to hold the Strategic Planning Session in person or virtually. The Committee directed staff in-person would be best and to plan accordingly with the Board of Directors meeting.

7. **CLOSING COMMENTS:**

A. **Risk Management Committee**

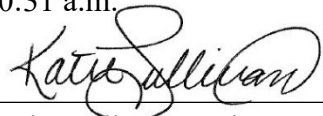
None.

B. **Staff**

None.

8. **ADJOURNMENT**

The Regular Meeting of the PLAN JPA Risk Management Committee was adjourned at 10:31 a.m.



Katie Sullivan, Assistant Board Secretary

RISK CONTROL MATTERS

SUBJECT: 2023/24 Risk Control Plan and Grant Fund Program Update

BACKGROUND AND HISTORY:

The Board of Directors reviewed and approved the 2023/24 Risk Control Service Plan on June 21, 2023. Previous strategic planning sessions, along with conversations and interactions with PLAN JPA members, provided direction for the proposed risk control service plan for 2023/24. 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 virtual platforms. A list of the services that have been provided and scheduled for the 2023/24 Program Year is included in the reference section of this report. Additionally, a re-cap of the services provided in the 2022/23 Program Year, is also included in the reference section for the Committee's review. Five members (Cupertino, Dublin, Los Gatos, Newark, and Saratoga) have included PLAN JPA risk control staff in their regularly scheduled safety/risk management committee meetings.

PLAN JPA Risk Control staff contacted Alliant Insurance Services which was able to provide up to 7 days of service, per year, for Infrared Electrical Services. The following PLAN JPA members received infrared electrical surveys during the period 7/1/23 to 10/6/23:

- Benicia;
- Cupertino;
- Dublin; and
- East Palo Alto.

There are still 3 remaining days that can be utilized for these services.

Focused Member Services

In an effort to mitigate PLAN JPA's risk, staff was directed to contact members with an ex-mod greater than 120% and connect with them to identify opportunities for improvement based on each member's needs. Eleven members were identified as having a 2023/24 ex-mod greater than 120% (based on the *2023/24 Operating Budget*). Staff has and will continue to provide one-to-one risk control services to these members. This starts 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 their more significant liability exposures. The goal will be to help them reduce their loss experience and their ex-mod. As a result, a risk control service plan is then developed to support that member's risk control goals and includes follow-up meetings to monitor progress and/or course correction. Staff has already met with most of the members to identify their greatest safety concerns and are working to develop a customized 2023/24 risk control service plan to address those concerns and capabilities.

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Development of Focused Self-Assessments Materials

Risk Control staff continues to build and refine documents for focused self-assessment and companion best practice documents. Staff is also designing a webpage that will provide members with access to these materials. The documents currently under development include focused self-assessment forms for each of the following risk management topics identified by the Risk Management Committee.

Defensive Driving

Defensive driving is offered regionally and to individual members utilizing virtual platforms. Behind-the-wheel driver evaluations are also available to PLAN JPA members, and these evaluations can be scheduled by contacting the Risk Control Manager, contact info.

Regional Training

The Risk Control Service Plan incorporates at least four regional training sessions, including the 2023 Sewer and Stormwater Summit. PLAN JPA members continue to participate, with higher-than-average attendance, in online training as it eliminates travel time. Other webinars that have been provided or are scheduled include:

- Law Enforcement Early Intervention Systems – June 28, 2023
- Tree Work Safety Training – August 24, 2023
- Urban Forest Management Plans – August 29, 2023
- Safe-Lifting and Industrial Ergonomics – September 21, 2023
- Defensive Driver Training – October 19, 2023
- Preventing Same Level Falls – November 16, 2023
- Traffic Control and Flagger Refresher Training – December 14, 2023
- January – topic to be determined
- March – topic to be determined

Additional regional training opportunities will be reviewed and scheduled upon request.

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. During the period 7/1/23 to 10/6/23, six PLAN JPA members (Benicia, Los Gatos, Millbrae, Newark, Saratoga, and Woodside) submitted requests for reimbursements. There currently is a balance of \$1,577,890 in the grant fund. A summary spreadsheet of the Risk Management Grant Fund is included in this agenda item.

RECOMMENDATION:

None.

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REFERENCE MATERIALS ATTACHED:

- 2023-2024 Risk Control Service Summary
- 2022-2023 Risk Control Service Summary
- 2023-2024 Risk Management Grant Fund Allocation



Risk Control Services Summary
July 1, 2023, to October 6, 2023

Member	Activity	Project Status
American Canyon, City of	None	NA
Atherton, Town of	None	NA
Benicia, City of	Driver Safety and Vehicle Use Policy	In Progress
	Ergonomic Evaluation	In Progress
	Infrared Electrical Surveys	Completed
Burlingame, City of	Ergonomic Evaluations	Completed
Campbell, City of	Facility Inspections	Completed
Colma, Town of	None	NA
Cupertino, City of	Safety Training Matrix	In Progress
	IIPP and CPP Review	In Progress
	Safety Committee Meetings (2)	Completed
	Safety Committee Meetings	Scheduled
	Infrared Electrical Survey	Completed
Dublin, City of	Ergonomic Evaluations (13)	Scheduled
	IIPP and EAP Training	Scheduled
	IIPP Program Development	In Progress
	Safety Committee Meeting	Scheduled
	Infrared Electrical Surveys	Completed
East Palo Alto, City of	Infrared Electrical Surveys	Completed
Foster City, City of	None	NA
	Ergonomic Evaluations (5)	Completed
Half-Moon Bay, City of	Safety Training Matrix	In Progress
	Safety Meeting	Completed
Hillsborough, Town of	None	NA
Los Altos Hills, Town of	Hearing Conservation Program Review and Revision	Awaiting Member
	Heat Illness Prevention Program Review and Revision	Awaiting Member



Risk Control Services Summary
July 1, 2023, to October 6, 2023

Member	Activity	Project Status
	Tree Work Training	Completed
	Industrial Ergonomics Training	Completed
	Defensive Driver Training	Scheduled
	Same Level Fall Prevention Training	Scheduled
	Traffic Control and Flagger Refresher Training	Scheduled
Los Gatos, Town of	Safety Committee Meeting	Completed
	Driver Training & Behind the Wheel Evaluations	Completed
Millbrae	Liability Exposures Consultation	In Progress
Milpitas, City of	None	NA
Morgan Hill, City of	None	NA
Newark, City of	Fall Protection and Ladder Safety Training	Completed
	Accident Investigation and Supervisor Safety Training	In Progress
	Safety Committee Meetings	Scheduled
PLAN JPA	Urban Forest Management Plans Webinar	Completed
	Law Enforcement Early Intervention Systems Webinar	Completed
	Tree Work Training	Completed
	Industrial Ergonomics/Safe-Lifting Training	Completed
	Defensive Driver Training	Scheduled
	Preventing Same Level Falls Training	Scheduled
	Traffic Control Refresher Training	Scheduled
Pacifica, City of	Health Fair	In Progress
Portola Valley, Town of	None	NA
Ross, Town of	None	
San Bruno, City of	Liability Exposures Consultation	In Progress
	Heat Illness Program Development	In Progress



Risk Control Services Summary
 July 1, 2023, to October 6, 2023

Member	Activity	Project Status
San Carlos, City of	Traffic Control and Flagging Training	Completed
	Sidewalk and Sewer Liability Consultation	Completed
	Hearing Conservation Program Development	In Progress
	Heat Illness Prevention Program Review and Revision	In Progress
	Heavy Equipment Training	In Progress
Saratoga, City of	Safety Committee Meetings	Scheduled
South San Francisco, City of	Ergonomic Evaluations (9)	In Progress
Suisun City, City of	IIPP and Training Matrix	In Progress
Tiburon, City of	None	NA
Woodside, Town of	None	NA



Risk Control Services Summary
July 1, 2022, to May 26, 2023

Member	Activity	Project Status
American Canyon, City of	Ergonomic Evaluations (7)	Completed
	Ergonomic Evaluations (9)	Completed
Atherton, Town of	Ergonomic Evaluations (10)	Completed
	Contractual Risk Transfer Consultations (2)	Completed
Benicia, City of	Ergonomic Evaluations (13)	Completed
	Parks and Recreation Consultation	Completed
Burlingame, City of	Traffic Control and Flagger Training	Completed
Campbell, City of	Playground Inspections	Scheduled
Colma, Town of	Ergonomic Evaluation	In Progress
	Traffic Control and Flagger Training	Completed
Cupertino, City of	Liability Exposures Consultation	In Progress
	Traffic Control and Flagger Training	Completed
	Risk Management Committee Meetings (2)	Completed
	Bike Safety Program Consultation	Completed
	Facility Safety Inspections	Completed
	Epi Pens Consultation	Completed
Dublin, City of	Hazmat Inspection and CERS Submission	Completed
	Ergonomic Evaluations (12)	Completed
	Defensive Driver Training	In Progress
	IIPP/PPP/EAP Training	Completed
	Safety Committee Meeting	Completed
	Safety Committee Meeting	Completed
	Safety Signage Consultation	Completed
	Traffic Control and Flagger Training	Completed
	IIPP Program Development	In Progress
Foster City, City of	Defensive Driver Training	Completed



Risk Control Services Summary
July 1, 2022, to May 26, 2023

Member	Activity	Project Status
	Ergonomic Evaluations (5)	Completed
Half-Moon Bay, City of	Safety Training Matrix	In Progress
	Safety Meeting	Completed
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
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
	Hearing Conservation/Bloodborne Pathogens and Eye Wash Training	Completed
	Hazard Communication & Lockout/Tagout Training	Completed
	Personal Protection Equipment Training	Completed
	Traffic Control and Flagging Training	Completed
	Fall Protection/Ladder Safety & Confined Space Awareness Training	Completed
	Heat Illness/Wildfire Smoke & Outdoor Hazards Training	Completed
	Respiratory Protection & Silica Dust Training	Scheduled
Los Gatos, Town of	Safety Committee Meeting	Completed
Milpitas, City of	Driver Safety Program Development	Completed
	Hot Work Policy	In Progress
Morgan Hill, City of	Traffic Control & Flagger Training	In Progress
	Fall Protection & Ladder Training	Completed



Risk Control Services Summary
July 1, 2022, to May 26, 2023

Member	Activity	Project Status
	Asbestos Awareness Training	Completed
	Respiratory Protection Certification and Training	In Progress
	Tool Safety Training	In Progress
	Workplace Violence Prevention Training	Completed
	IIPP Training	Completed
	IIPP Program Development	Completed
	Emergency Action Plan Training	Completed
	Ergonomics Training	Completed
Newark, City of	Office Ergonomics Training	Completed
	EAP Consultation	Completed
	Drug and Alcohol Policy Development	Awaiting Member
	Workplace Violence Training	Completed
	Workplace Violence Policy	In Progress
	Ergonomic Evaluation (1)	Completed
	Ergonomic Evaluation	Scheduled
	FAA Consultation	Completed
	ADA Consultation	Completed
	Indoor Air Quality Consultation	Completed
	Pre-placement Medical Exams Consultation	Completed
	Safety Boots Consultation	Completed
PLAN JPA	None	
Pacifica, City of	Ergonomic Evaluations (3)	Completed
	Ergonomic Evaluation	Scheduled
Ross, Town of	None	
San Bruno, City of	Drug and Alcohol Training	In Progress
	Towing Policy Consultation	In Progress



Risk Control Services Summary
July 1, 2022, to May 26, 2023

Member	Activity	Project Status
	Urban Forest Management Consultation	Completed
	Volunteer Management	In Progress
	Cal/OSHA Consultation	Completed
	IIPP Program Development	Completed
	Liability Exposures Consultation	In Progress
	Heat Illness Program Development	In Progress

Member	Activity	Project Status
San Carlos, City of	Ergonomic Evaluations (14)	Completed
	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
	Lockout/Tagout Program Review	Completed
	Contractor Safety Policy Consultation	Completed
	Forklift Training	Completed
	Traffic Control and Flagging Training	Scheduled
	Risk Management Committee Meeting	Completed
	Defensive Driver Training	Scheduled
	Heavy Equipment Training	Scheduled
Bloodborne Pathogens Training	Scheduled	
Heat Illness Prevention Training	Scheduled	
Outdoor Hazards Training	Scheduled	
Saratoga, City of	Ladder Safety Training	Completed



Risk Control Services Summary
 July 1, 2022, to May 26, 2023

Member	Activity	Project Status
	Facility Inspections	Completed
	Safety Committee Meeting	Completed
	IIPP & CPP Program Development	In Progress
	Contractual Risk Transfer	In Progress
South San Francisco, City of	Ergonomic Evaluations (9)	Completed
Suisun City, City of	Traffic Control and Flagger Training	Completed
	IIPP and Training Matrix	In Progress
	Heat Illness Program Consultation	Completed
	COVID-19 Prevention Program	In Progress
Tiburon, City of	None	

GRANT FUND ALLOCATION
For FISCAL YEAR 2023-2024

Member	2023/24 Liability Program Funding	Allocation Percentage	2023/24 GRANT FUND	CarryOver From 22/23	Total Available at start of fiscal year	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	April 2024	May 2024	June 2024	Total Grants Expensed in 23/24	Risk Mgmt Grant Available for Use
AMERICAN CANYON	\$ 530,737	2.36%	\$ 11,808	\$ 14,712.62	\$ 26,520.62													0.00	\$ 26,520.62
ATHERTON	\$ 285,607	1.27%	6,354	\$ 29,753.86	36,107.86													0.00	36,107.86
BENICIA	\$ 1,109,128	4.94%	24,676	\$ 31,030.95	55,706.95	2,040.00												2,040.00	53,666.95
BURLINGAME	\$ 1,042,150	4.64%	23,186	\$ 58,424.71	81,610.71													0.00	81,610.71
CAMPBELL	\$ 1,110,923	4.94%	24,716	\$ 3,139.41	27,855.41													0.00	27,855.41
COLMA	\$ 146,635	0.65%	3,262	\$ 7,502.41	10,764.41													0.00	10,764.41
CUPERTINO	\$ 1,231,725	5.48%	27,404	\$ 36,833.46	64,237.46													0.00	64,237.46
DUBLIN	\$ 1,609,914	7.16%	35,818	\$ 0.20	35,818.20													0.00	35,818.20
EAST PALO ALTO	\$ 714,359	3.18%	15,893	\$ 50,037.17	65,930.17													0.00	65,930.17
FOSTER CITY	\$ 796,891	3.55%	17,729	\$ 44,630.95	62,359.95													0.00	62,359.95
HALF MOON BAY	\$ 309,245	1.38%	6,880	\$ 28,108.71	34,988.71													0.00	34,988.71
HILLSBOROUGH	\$ 398,478	1.77%	8,865	\$ 13,355.90	22,220.90													0.00	22,220.90
LOS ALTOS HILLS	\$ 222,350	0.99%	4,947	\$ 13,737.86	18,684.86													0.00	18,684.86
LOS GATOS	\$ 765,879	3.41%	17,039	\$ 54,696.40	71,735.40			54,696.00										54,696.00	17,039.40
MILLBRAE	\$ 622,972	2.77%	13,860	\$ 54,939.60	68,799.60													0.00	68,799.60
MILPITAS	\$ 2,112,548	9.40%	47,000	\$ 10,000.15	57,000.15													0.00	57,000.15
MORGAN HILL	\$ 1,223,523	5.44%	27,221	\$ 117,344.69	144,565.69													0.00	144,565.69
NEWARK	\$ 1,131,751	5.04%	25,179	\$ 96,709.81	121,888.81		22,760.00											22,760.00	99,128.81
PACIFICA	\$ 1,256,303	5.59%	27,950	\$ 106,861.89	134,811.89													0.00	134,811.89
PORTOLA VALLEY	\$ 135,350	0.60%	3,011	\$ 13,404.12	16,415.12													0.00	16,415.12
ROSS	\$ 93,737	0.42%	2,085	\$ (0.00)	2,085.00													0.00	2,085.00
SAN BRUNO	\$ 1,333,296	5.93%	29,663	\$ 73,696.65	103,359.65													0.00	103,359.65
SAN CARLOS	\$ 850,969	3.79%	18,932	\$ 9,196.58	28,128.58													0.00	28,128.58
SARATOGA	\$ 773,769	3.44%	17,215	\$ 46,135.69	63,350.69													0.00	63,350.69
SOUTH SAN FRANCISCO	\$ 1,468,714	6.54%	32,676	\$ 160,150.29	192,826.29													0.00	192,826.29
SUISUN CITY	\$ 758,855	3.38%	16,883	\$ 44,831.41	61,714.41													0.00	61,714.41
TIBURON	\$ 273,970	1.22%	6,095	\$ 25,943.06	32,038.06													0.00	32,038.06
WOODSIDE	\$ 164,061	0.73%	3,653	\$ 14,072.66	17,725.66		1,865.00											1,865.00	15,860.66
GRAND TOTAL	\$ 22,473,839	100%	\$ 500,000	\$ 1,159,251	\$ 1,659,251	\$ 2,040.00	\$ 24,625.00	\$ 54,696.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 81,361.00	\$ 1,577,890.24

RISK CONTROL MATTERS

SUBJECT: Update on 2023 Sewer and Stormwater Summit

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 took place on October 12, 2023, and will provide education and training that will help prevent sewer and stormwater loss incidents. This year's co-sponsors are PLAN JPA, CSRMA, NCCSIF, and SCORE.

During the June 21, 2023, Board of Directors meeting, the Board approved PLAN JPA's continued sponsorship and participation in the Summit and approved the sponsorship fee of \$13,000. The Board's goal continues to be to mitigate associated PLAN JPA losses.

Similar to previous years, the 2023 Sewer and Stormwater Summit was presented on a virtual platform.

The 2023 Virtual Summit:

1. Was recorded for future reference by attendees.
2. Was provided free of charge to the employees of PLAN JPA and CSRMA members.
3. Offered a special agency registration package for non-sponsoring agencies who have multiple employees requiring continuing education credits.
4. Offered a reduced registration cost for non-sponsoring individuals because of reduced delivery costs.
5. Provided links to sponsoring organizations posted on the conference website.
6. Provided networking opportunities for attendees via chat rooms.
7. Offered attendees the opportunity to interact with vendors through chat rooms.
8. Provided vendors an opportunity to post videos depicting their services.
9. Required vendors to pay a fee to participate to cover the additional/associated costs.

PLAN JPA members were sent the registration announcement in July 2023, with additional reminders throughout the following months.

Registrants were sent instructional emails at the end of September regarding how they could build their agenda on the conference platform. As registration continued, new registrants received the same information.

The summit offered four tracks with five sessions in each track:

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

In total, 240 people registered for the Summit. Twelve (12) PLAN JPA members registered 60 employees.

PLAN JPA Member	Number of Employees Registered for the Summit
American Canyon, City of	6
Benicia	2
Burlingame, City of	1
Campbell	1
Foster City, City of	23
Los Altos Hills, Town of	3
Millbrae	8
Morgan Hill, City of	1
Newark	5
Pacifica, City of	4
PLAN JPA	2
San Bruno, City of	2
San Carlos	2
Grand Total	60

RECOMMENDATION:

None.

REFERNCE MATERIALS ATTACHED:

- 2023 Sewer and Stormwater Summit Announcement

18th Annual Sewer and Stormwater Summit

New Regulations ~ New Expectations ~ New Technologies:
The New Normal

Join us on October 12th for this virtual/online conference.

12 October 2023

FREE for these sponsoring JPA members:

Thursday

8:00am – 2:45pm PST

[CLICK HERE TO REGISTER](#)

[PLAN JPA](#)

[NCCSIF](#)

\$75 For Individual Non-Members
\$600 For Agency Non-Members
(Agencies with 8+ Individuals)

[CSRMA](#)

[SCORE](#)

4
Tracks

Track ONE
Collections Worker Safety and Leadership

5
Sessions

Track TWO
Management & Regulatory Compliance

20
Topics

Track THREE
Operations

Track FOUR
Stormwater

Who Should Attend

Sewer System Managers
Sewer Collections Workers
Maintenance Personnel
Public Works Directors
City Attorneys
Stormwater Managements Professionals

Sponsored by:



RISK CONTROL MATTERS

SUBJECT: Review of Strategic Planning Topics for 2023 Annual Workshop

BACKGROUND AND HISTORY:

Each year PLAN JPA engages in a Strategic Planning Session where members gather to discuss items of importance for the success of the pool. For the 2023 Strategic Planning Session, a focus on topics that benefit the pool as a whole is a top priority. Topics from previous years, while educational, fell into the category of risk control and did not clearly inform the effect those topics could have on the JPA. Topics for discussion this year are, as follows:

- 1) **Session One: Understanding Pooling Resources** – a three-part session to review key resources in Risk Control, Litigation and Claims Management, and Administration that are available to all PLAN JPA members.
- 2) **Session Two: Financial Stability** – a session to discuss in detail the opportunities for PLAN JPA to remain strong and stable moving forward into future program years.
- 3) **Session Three: PLAN JPA Programs & Strategic Growth** – a session to review the current programs PLAN JPA participates in (CARMA, ERMA) and to discuss the future growth of the pool.

Staff welcomes feedback from the Committee regarding discussion points within each session.

RECOMMENDATION:

None.

REFERENCE MATERIALS ATTACHED:

None.