



1750 Creekside Oaks Drive, Suite 200, Sacramento, CA 95833
(800) 541-4591 Fax (916) 244-1199
<https://www.planjpa.org/>

RISK MANAGEMENT COMMITTEE MEETING AGENDA

**Thursday, October 10, 2024
10:00 a.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 Dublin, 100 Civic Plaza, Dublin, CA 94568; City of Foster City, 610 Foster City Blvd, Foster City, CA 94404; City of Half Moon Bay, 501 Main St, Half Moon Bay, CA 94022; and the City of Pacifica, 170 Santa Maria Ave, Pacifica, CA 94044.

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

- | | |
|--------------------|---|
| <u>Page</u> | 1. CALL TO ORDER |
| | 2. INTRODUCTIONS/ROLL CALL |
| | 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. |

Page 5. CONSENT CALENDAR

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

- 3** *A. Minutes from the October 20, 2022, Risk Management Committee Meeting
 Recommendation: Staff recommends the Risk Management Committee approve the Consent Calendar.

9 6. ADMINISTRATIVE MATTERS

- A. Staffing Update
 Recommendation: None.

11 7. RISK CONTROL MATTERS

- 11** *A. 2024/25 Risk Control Plan Update
 Recommendation: None.
- 18** *B. Update on 2024 Sewer and Stormwater Summit
 Recommendation: None.
- 22** C. Review of Session Topics for 2024 Annual Workshop
 Recommendation: None.
- 23** *D. Discussion of Update to the Grant Fund Program
 Recommendation: None.

8. 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

9. ADJOURNMENT

NOTICES:

- The next Executive Committee meeting will be held on October 30, 2024, at 10:00 a.m. via videoconference.
- The next Annual Workshop Sessions will be held on December 4, 2024, at the Toll House Hotel in Los Gatos, CA.
- The next Board of the Directors meeting will be held on December 5, 2024, at the Toll House Hotel in Los Gatos, CA.

October 10, 2024

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

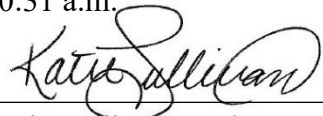
None.

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

October 10, 2024

Agenda Item 6.A.

ADMINISTRATIVE MATTERS

SUBJECT: Staffing Update

BACKGROUND AND HISTORY:

John Burdette

In January 2023, John Burdette, Administrative Assistant, joined Sedgwick as an intern working closely with Katie Sullivan, PLAN JPA Assistant General Manager. Mr. Burdette quickly excelled within his position and was offered full-time employment in June of 2023. Additionally, he was placed on another Sedgwick managed pool, Bay Cities Joint Powers Insurance Authority (BCJPIA).

In April 2024, Mr. Burdette was promoted to Analyst within Sedgwick, thus taking on a much larger role with BCJPIA. As such, Mr. Burdette has been slowly transitioning off PLAN JPA to allow him the ability to focus on the needs of his other pool.

Katie Sullivan

Ms. Sullivan has been the Analyst on PLAN JPA since its inception in December 2017 and the Assistant General Manager since October 2019. In May of 2023, Ms. Sullivan relocated to Texas and unfortunately, will no longer be able to work remotely with Sedgwick. Sedgwick has been gracious to give PLAN as much time with Ms. Sullivan as she transitions out of her role since she has been such an integral part of the program from the beginning. Ms. Sullivan's last day will be December 31, 2024.

Kassandra Batista

In light of Ms. Sullivan's departure, Kassandra Batista, Analyst, has been assigned to fill the analyst vacancy left by Ms. Sullivan. Ms. Batista comes to Sedgwick with experience having previously worked for the State of California in various capacities. She joined Sedgwick at the end of June 2024, and has been working closely with Ms. Sullivan.

Both Ms. Sullivan and Ms. Batista will be present in December at the Annual Board Meeting and Workshop.

Bill Taylor

Bill Taylor has served as PLAN's Risk Control Manager since early 2022. Mr. Taylor has been a pillar of the risk control community while setting the example for others to follow. Effective September 6, 2024, Mr. Taylor will be stepping into retirement. Shane Baird, Sedgwick Risk Control, has been assigned to PLAN JPA to assist with risk control related matters.

October 10, 2024

Agenda Item 6.A.
Page 2

Finance Department

The Finance team led by PLAN's Finance Manager, Min Su, will be adding in a senior finance manager to assist in servicing PLAN. Joe Roy, Sedgwick, has joined the team and may be seen or heard from regarding financial matters as they relate to PLAN.

STAFF RECOMMENDATION:

None.

REFERENCE MATERIALS ATTACHED:

None.

RISK CONTROL MATTERS

SUBJECT: 2024/25 Risk Control Plan Update

BACKGROUND AND HISTORY:

The Board of Directors reviewed and approved the 2024/25 Risk Control Service Plan on April 17, 2024. Previous strategic planning sessions, along with conversations and interactions with PLAN JPA members, provided direction for the proposed risk control service plan for 2024/25. 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 and 2024/25 Program Years is attached to this report. Additionally, Five (5) 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 confirmed Alliant Insurance Services is able provide up to seven (7) days of service, per year, for Infrared Electrical Services. The City of Dublin and the City of Millbrae received infrared electrical surveys between 7/1/2024 to 09/27/2024. There are still 5 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 (11) members were identified as having a 2023/24 ex-mod greater than 120% (based on the *2023/24 Operating Budget*). Six (6) of those members were contacted and city wide facility inspections were conducted. Staff 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 2024/25 Risk Control Service plan to address those 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. Staff is also designing a webpage that will provide members with access to these materials. The documents currently under development include focused

October 10, 2024

Agenda Item 7.A.
Page 2

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. The next scheduled virtual webinar is scheduled for October 17, 2024, at 1:00pm. Behind-the-wheel driver evaluations are also available to PLAN JPA members. These evaluations can be scheduled by contacting the Risk Control Manager.

Regional Training

The Risk Control Service Plan incorporates at least four (4) regional training sessions, including the 2024 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:

- Tree Work Safety Training – July 18, 2024
- Playground Inspection Training – August 22, 2024
- Industrial Ergonomics & Safe Lifting – September 19, 2024
- Defensive Driver Training – October 17, 2024
- Employment Practice Liability – November 14, 2024
- Preventing Same Level Falls – December 05, 2024
- Cyber Risk – TBD

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 Grant Fund Reimbursements to ensure submissions are within the program guidelines and submitted by authorized personnel as well as providing guidance as needed regarding proposed expenditures. From 7/1/2024 to 09/27/2024, three (3) PLAN JPA members (Benicia, East Palo Alto, and Saratoga) submitted requests for reimbursements. The Grant Fund currently contains a balance of \$1,591,237.02.

RECOMMENDATION:

None.

REFERENCE MATERIALS ATTACHED:

- 2024-2025 Risk Control Service Summary
- 2024-2025 Risk Control Service Plan

Member	Activity	Project Status
American Canyon, City of	IIPP Review	Completed
Atherton, Town of	None	NA
Benicia, City of	Ergonomic Evaluations (1)	In Progress
	Ergonomic Evaluations (2)	Completed
Burlingame, City of	Ergonomic Evaluations (1)	Completed
	Ergonomic Evaluations (2)	In Progress
Campbell, City of	None	N/A
Colma, Town of	None	N/a
City of Cupertino	Safety Committee Meeting (1)	Completed
	Safety Training Matrix	In Progress
Dublin, City of	Infrared Survey	Completed
East Palo Alto, City of	None	N/A
Foster City, City of	None	NA
Half-Moon Bay, City of	Workplace Violence Training	In Progress
Hillsborough, Town of	None	NA
Los Altos Hills	None	N/A
Los Gatos, Town of	Safety Committee Meeting	In Progress
Millbrae	Infrared Survey	Completed
Milpitas, City of	None	NA
Morgan Hill, City of	None	N/A
Newark, City of	Phone/Email Consultation (Heat Illness)	Completed
	Ergonomic Evaluation (2)	Completed
PLAN JPA	Playground Inspection Training Webinar	Completed
	Industrial Ergonomics and Safe Lifting Webinar	Completed
	Employment Practice Liability Webinar	In Progress

Member	Activity	Project Status
	Same Level Falls: Assessment & Prevention Training	In Progress
	Stormwater Emergency Planning Webinar	In Progress
Pacifica, City of	None	N/A
Portola Valley, Town of	None	NA
Ross, Town of	None	N/A
San Bruno, City of	None	N/A
San Carlos, City of	Ergonomic Evaluations (4)	Completed
	Hazardous Communication Training	Completed
	Corporate Yard Inspection	In Progress
	Contractual Risk Transfer Training	In Progress
	Safety Committee Meeting	Scheduled
	Safety Committee Meeting	Scheduled
	Safety Committee Meeting	Scheduled
	Facility Safety Inspections	In Progress
	Heat Illness Policy - Indoor	Completed
Saratoga, City of	Safety Committee Meeting	Completed
	Workplace Violence Training	In Progress
South San Francisco, City of	Ergonomic Evaluations (1)	In Progress
Suisun City, City of	IIPP and Training Matrix	In Progress
Tiburon, City of	Phone/Email Consultation (Ergonomics)	Completed
Woodside, Town of	None	N/A



2024/2025 PROPOSED RISK CONTROL SERVICE PLAN

The guidance provided by the Risk Management Committee and the Executive Committee influenced the proposed risk control service plan for 2024/25. As PLAN JPA members continue to use the core services from prior risk control service plans, staff recommends keeping those services while adding new ones to address evolving risk issues.

The proposed risk control service plan for 2024/25 includes:

- Risk Control Orientation
- Member Services & Outreach
- Focused Assessments on Designated Topics
- Regional Training
- Self-Assessment Checklists & Materials
- Oversight of the Risk Management Grant Fund Reimbursements
- Sedgwick Risk Control Website Resources
- Unlimited Phone and Email Consultation

Risk Control Orientation

Staff will conduct member services campaigns and/or orientation meetings with each new member, new board member, or other personnel, as requested by the member, to provide an overview of risk control services and resources.

Member Services

Members can request risk control services to assist with their liability and employee safety risk management programs. Staff can provide members with risk control services equivalent of up to four service days annually. Staff uses the service days referenced to spread resources and service coverage but acknowledge that some members use more than others. Services are wide-ranging and may include the following: risk control service plan development, safety training plan development, hazard inspections, on-site and virtual safety training sessions, consultative support on safety committees, assistance with written programs, and on-site or virtual ergonomic evaluations. Members are encouraged to contact the PLAN JPA Risk Control Manager to discuss their risk control needs and schedule services.

Focused Assessments on Designated Topics

Since many members have some of the same exposures to liability issues, rather than focus on individual members, it is proposed that during the 2024/25 year focused assessments be completed for all PLAN members on particular topics that appear to be driving our liability losses. Below is a proposed list of focused assessment topics for 2024/25:

- Stormwater (Flooding and Sewer Exposures)-July to September, 2024
- Urban Forest Management-October to December, 2024
- Police Liability-January to March, 2025
- Dangerous Conditions of Roadways-April to June, 2025

During 2024/25, each quarter, a focused assessment checklist will be sent to each member for the topic for that quarter. Members will be asked to complete the self-assessment checklist and return it to the Risk Services Manager. Based on the results of these assessments, recommendations will be developed to assist each member in addressing their particular exposures. Recommendations could include using grant funds for specific purposes, policy updates, providing training and webinars to PLAN members of particular topics. Additional services generated from this focused review will fall under Member Services.

Regional Training

Risk Control staff will coordinate at least four regional training events (including the annual Sewer and Stormwater Summit). These events will be held either virtually or in-person. This service includes topic research, trainer selection and fees, event management, and materials coordination

Self-Assessment Checklists & Materials

Risk Control staff will continue to build a library of materials related to liability risk management self-assessments. The documents developed will include focused self-assessment forms for each of the risk management topics, risk management best practices related to each topic, and a selection of exemplary documents associated with the risk management assessment topics. The library of materials will be posted on the Sedgwick Risk Control Resources webpage as each material is developed.

Oversight of the Risk Management Grant Fund Reimbursements

The Risk Control Manager will continue to review Risk Management Grant Fund Reimbursement submissions to ensure they are within the program guidelines and submitted by authorized personnel. The Risk Control Manager will also provide guidance regarding proposed expenditures, as needed, and will submit an annual report regarding member usage of the Risk Management Reimbursement Grant funds.

Sedgwick Risk Control Website Resources

Members will have unlimited access to all resources available on the Sedgwick Risk Control website, which includes over 300 online streaming videos, hundreds of safety training handouts, risk management regulatory publications, recorded safety webinars, sample programs, forms, and checklists. In addition, members will be invited to participate in all live webinars and will be included in the distribution of risk control safety communications.

Unlimited Phone and Email Consultation

Members have unlimited access to Sedgwick risk control professionals for technical information and guidance. This service provides one central resource to help answer risk management questions.

October 10, 2024

Agenda Item 7.B.

RISK CONTROL MATTERS

SUBJECT: Update on 2024 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 will be held on October 10, 2024, and provides education and training that help prevent sewer and stormwater loss incidents. This year's co-sponsors are PLAN JPA, California Sanitation Risk Management Authority (CSRMA), Northern California Cities Self Insurance Fund (NCCSIF), and Small Cities Organized Risk Effort (SCORE).

During the April 17, 2024, Board of Directors meeting, the Board approved PLAN JPA's continued sponsorship and participation in the Summit and approved the sponsorship fee of \$14,000. The Board's goal continues to be to mitigate associated PLAN JPA losses.

Similar to previous years, the 2024 Sewer and Stormwater Summit will be presented on a virtual platform.

The 2024 Virtual Summit:

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

PLAN JPA members were sent the registration announcement on August 26, 2024, 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.

**PLAN JPA
RISK MANAGEMENT COMMITTEE MEETING**

October 10, 2024

**Agenda Item 7.B.
Page 2**

The summit offers five (5) tracks with five (5) sessions in each track:

- Track 1 – Collections Workers Safety & Professional Development
- Track 2 – Regulatory Compliance
- Track 3 – Operations
- Track 4 – Stormwater
- Track 5 – Collection System Management/Engineering

In total, 62 people registered for the Summit. 14 PLAN JPA members registered 59 employees.

PLAN JPA Member	Number of Employees Registered for the Summit
American Canyon, City of	8
Atherton, City of	0
Benicia, City of	0
Burlingame, City of	1
Campbell, City of	2
Colma City of	0
Cupertino, City of	3
Dublin City of	1
East Palo Alto, City of	0
Foster City, City of	24
Half Moon Bay, City of	0
Hillsborough City of	0
Los Altos Hills, Town of	0
Los Gato, Town of	0
Millbrae, City of	6
Morgan Hill, City of	1
Newark, City of	1
Pacifica, City of	2
Ross, City of	2
PLAN JPA	0
San Bruno, City of	2
San Carlos, City of	0
Saratoga, City of	0
Sedgwick	3
South San Francisco, City of	2
Suisun City, City of	0
Tiburon, City of	0
Woodside, City of	0
Grand Total	62

October 10, 2024

Agenda Item 7.B.
Page 2

RECOMMENDATION:

None.

REFERNCE MATERIALS ATTACHED:

- 2024 Sewer and Stormwater Summit Announcement

19th Annual

Sewer and Stormwater Summit

Raising the Bar
Achieving the Gold Standard
in Sewer and Stormwater System Performance

Thursday, October 10, 2024
8:00 AM - 2:45 PM PST
Virtual/Online

Free for Sponsoring JPA Members
\$75 for individual non-members • \$600 group rate for agency non-members

View complete schedule and register at
<https://www.dkfsolutionsgroup.com/sewer-summit.html>

5 TRACKS

5 SESSIONS

25 TOPICS



Collections
Worker Safety
& Professional
Development

Regulatory
Compliance

Operations

Stormwater

Collection
System
Management/
Engineering

Sponsored by:
CSRMA • NCCSIF • PLAN JPA • SCORE

October 10, 2024

Agenda Item 7.C.

RISK CONTROL MATTERS

SUBJECT: Review of Session Topics for 2024 Annual Workshop

BACKGROUND AND HISTORY:

Each year PLAN JPA during the Annual Workshop, members gather to discuss items of importance for the success of the pool. For the 2024 Workshop Sessions, a focus on topics that benefit the pool as a whole is a top priority.

The first Session topic will be Discussion Regarding the PLAN JPA Grant Fund Program. Staff will discuss this item in more detail with the Committee in Agenda Item 7.D.

Additionally, 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. Included in the registration for the Annual Workshop, PLAN JPA members were given the opportunity to provide topic suggestions. Staff will review the suggestions and welcome feedback from the Committee.

RECOMMENDATION:

None.

REFERENCE MATERIALS ATTACHED:

None.

RISK CONTROL MATTERS

SUBJECT: Discussion of Update to the Grant Fund Program

BACKGROUND AND HISTORY:

The Risk Management Grant Fund has served many PLAN JPA members well since its inception. As you can see in the Risk Management portion of this agenda, several members have taken advantage of the fund to reduce liability risks their respective agencies have encountered or anticipated. This is precisely what the fund was established for.

Over the last three (3) program years, staff has presented to the Executive Committee and Board of Directors, that while some members utilize the fund, some members do not. So much so, the fund has turned from a benefit to a liability struck against the pool's assets. This fund is typically funded at \$500,000 per program year and distributed equitably amongst the membership. At times the fund has grown to \$1.8M due in part to the agencies who receive the highest amount of funding not utilizing any of their funds. Currently the fund balance is at \$1.56M.

Staff has taken a detailed look at the program and is suggesting the discussion and review of the following parameters to be built into the program for the upcoming 2025-26 Program Year:

1. Establish a 2-Year Program Cap: Currently each member carries over their respective balance from the previous year. Beginning in 2025/26, staff proposes capping the possible balance at no more than two (2) program years. No member would be allocated funds for the 2025/26 Program Year if their balance is already 2x of the annual allocation.
 - a. Starting with the 2025/26 Program Year, all accounts will be swept to a \$0 balance and new funding allocated accordingly.
2. Redirect the use of funds to liabilities that affect PLAN JPA's coverage programs.
3. Establish a Loss Mitigation Leadership award as determined by:
 - a. Evaluation of last three (3) program years;
 - b. New member policies;
 - c. Project planning and budgets assigned;
 - d. Application for state and federal grants and other funding to support loss mitigation;
 - e. Awards could be determined as a duty of the Risk Management Committee, or the Ad Hoc Committee being proposed above. Potentially \$25,000; \$10,000; and \$5,000 for the top three (3) members

RECOMMENDATION:

None.

REFERENCE MATERIALS ATTACHED:

- Risk Management Grant Fund Balance

**GRANT FUND ALLOCATION
FOR FISCAL YEAR 2024-2025**

Member	2024/25 Liability Program Funding	Allocation Percentage	2024/25 GRANT FUND	CarryOver From 23/24	Total Available at start of fiscal year	July 2024	Aug 2024	Sept 2024	Oct 2024	Total Grants Expensed in 24/25	Risk Mgmt Grant Available for Use
AMERICAN CANYON	\$ 606,828	2.22%	\$ 11,124	\$ 520.62	\$ 11,644.62					-	\$ 11,644.62
ATHERTON	420,360	1.54%	7,706	36,107.86	43,813.86					-	43,813.86
BENICIA	1,222,115	4.48%	22,403	53,217.95	75,620.95		31,000.00		26,127.00	57,127.00	18,493.95
BURLINGAME	1,248,513	4.58%	22,887	81,610.71	104,497.71					-	104,497.71
CAMPBELL	1,400,692	5.14%	25,676	27,855.41	53,531.41					-	53,531.41
COLMA	153,127	0.56%	2,807	10,764.41	13,571.41					-	13,571.41
CUPERTINO	1,468,135	5.38%	26,913	64,237.46	91,150.46					-	91,150.46
DUBLIN	1,974,347	7.24%	36,192	35,818.20	72,010.20					-	72,010.20
EAST PALO ALTO	787,087	2.89%	14,428	65,930.17	80,358.17					-	80,358.17
FOSTER CITY	967,664	3.55%	17,738	62,359.95	80,097.95					-	80,097.95
HALF MOON BAY	406,567	1.49%	7,453	30,201.71	37,654.71					-	37,654.71
HILLSBOROUGH	579,391	2.12%	10,621	0.00	10,621.00					-	10,621.00
LOS ALTOS HILLS	286,938	1.05%	5,260	18,684.86	23,944.86					-	23,944.86
LOS GATOS	975,227	3.58%	17,877	17,039.40	34,916.40					-	34,916.40
MILLBRAE	733,354	2.69%	13,443	43,885.90	57,328.90					-	57,328.90
MILPITAS	2,498,647	9.16%	45,803	56,873.30	102,676.30					-	102,676.30
MORGAN HILL	1,421,611	5.21%	26,060	144,565.69	170,625.69					-	170,625.69
NEWARK	1,396,089	5.12%	25,592	65,528.81	91,120.81					-	91,120.81
PACIFICA	1,445,970	5.30%	26,506	134,811.89	161,317.89					-	161,317.89
PORTOLA VALLEY	159,389	0.58%	2,922	16,415.12	19,337.12					-	19,337.12
ROSS	122,046	0.45%	2,237	2,085.00	4,322.00					-	4,322.00
SAN BRUNO	1,531,793	5.62%	28,080	0.65	28,080.65					-	28,080.65
SAN CARLOS	1,182,698	4.34%	21,680	10,310.13	31,990.13					-	31,990.13
SARATOGA	896,744	3.29%	16,438	62,675.19	79,113.19		17,801.62		33,670.00	51,471.62	27,641.57
SOUTH SAN FRANCISCO	1,820,106	6.67%	33,365	35,976.29	69,341.29					-	69,341.29
SUISUN CITY	1,024,018	3.75%	18,772	61,714.41	80,486.41					-	80,486.41
TIBURON	342,304	1.25%	6,275	32,038.06	38,313.06					-	38,313.06
WOODSIDE	204,040	0.75%	3,742	3,606.46	7,348.46					-	7,348.46
GRAND TOTAL	\$ 27,275,800	100%	\$ 500,000	\$ 1,174,835.64	\$ 1,674,835.64	\$ -	\$ 48,801.62	\$ -	\$ 59,797.00	\$ 108,598.62	\$ 1,566,237.02