



MINUTES  
EXECUTIVE MANAGEMENT TEAM  
September 27<sup>th</sup>, 2016 11:00 A.M.

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I. OPENING BUSINESS

A. CALL PUBLIC SESSION TO ORDER

The meeting was called to order at 10:52 am by Mr. Kelly Porterfield, President.

B. ROLL CALL:

**Executive Management Team:**

Kelly Porterfield, Jim Allen, Kate Knutson, Darren Sylvia, Kent Albertson, Kevin Edwards, James Bushman, Leonard Kahn, Andy Alvarado and LeAnn Nowlin

**Administration:**

Alan Caeton, Brett Caeton, Larry Chow, Nick Kovacevich, Debbie Smith, Lisa Perez and Carmen Urena

**Other Members in Attendance:**

Emily Anderson, Charlotte Kelsey and Nathan Rose

**Members Absent:**

Janelle Mehling

C. Discussion and Approval of Agenda. The board moved to approve the agenda as presented.

**Motion:** Andy Alvarado      **Seconded:** Jim Allen

**Vote: (Ayes 10, Noes 0, Absent 1, Abstain 0)**

D. Discussion and Approval of Minutes of the May 25<sup>th</sup>, 2016 EMT Meeting. The board moved to approve the minutes of previous meeting.

**Motion:** Kent Albertson      **Seconded:** Andy Alvarado

**Vote: (Ayes 10, Noes 0, Absent 1, Abstain 0)**

II. COMMUNICATIONS FROM THE PUBLIC:

NONE

III. DISCUSSION AND ACTION ITEMS:

A. Discussion and Approval of Financial Report as of August 31<sup>st</sup>, 2016) The board moved to approve the financial report as presented.

**Motion:** James Bushman      **Seconded:** Kent Albertson

**Vote: (Ayes 10, Noes 0, Absent 1, Abstain 0)**

B. Discussion and Approval of Actuarial Draft Report ending June 30<sup>th</sup>, 2016) The board moved to approve the actuarial draft report as presented.

**Motion:** Darren Sylvia      **Seconded:** Andy Alvarado

**Vote: (Ayes 10, Noes 0, Absent 1, Abstain 0)**

**IV. INFORMATION ONLY ITEMS**

- A.** The Administrator discussed developing a Memorandum of Coverage (MOC) for liability coverages as a way to counter the anticipated increase in the SIR (increase at least \$400K) and to protect our interest. One option is to create a Memorandum of Coverage that specifies specifically what we want our liability carrier to cover and tailor this coverage to the group (i.e. Drones, weather balloons, trampoline, cyber protections, pollution, water treatment, ETC). One solution is to identify “our coverages” and send MOC out to bid to reinsure us for this coverage. Taking our coverage need outside of the insurance market. Alan proposed that a committee be formed to be a sounding board to identified things that are part of our daily business that you want covered or not. Alan called to form a committee. Members of the committee: Alan Caeton, Kevin Edwards, Kelly Porterfield, Andy Alvarado, Leonard Kahn, Leann Nowlin, and Darren Sylvia.  
Discussion to approve the committee. The board approved the Memorandum of Coverage Committee.  
**Motion:** Jim Allen **Seconded:** Darren Sylvia  
**Vote: (Ayes 10, Noes 0, Absent 1, Abstain 0)**
- B.** 10 Year Claims Review presented by Alan Caeton discussed the claims summary report and notated the position and trends of the claims within the JPA.

**V. PUBLIC COMMENT ON CLOSED SESSION ITEMS**

- A. ACTION ITEM:**

**VI. CLOSED SESSION**

- A. LIABILITY CLAIMS:**
- i. RMA-000990
  - ii. RMA-001235
  - iii. RMA-001382

**VII. RECONVENE IN OPEN SESSION**

- A.** DISCUSSION Adjourn Closed Session and Reconvene Open Session - The Meeting was reconvened at 12:05 p.m.
- B.** Report Action Taken in Closed Session
- iii. RMA-001382- Discussed liability settlement authority approved.  
The board moved to approve the settlement authority as presented  
**Motion:** James Bushman **Seconded:** Andy Alvarado  
**Vote: (Ayes 10, Noes 0, Absent 1, Abstain 0)**

**VIII. ADVANCED PLANNING**

- A.** Next Regular meeting date: January 18<sup>th</sup>,2017 @11:00 A.M.

**IX. ADJOURNMENT** - The meeting was adjourned at 12:06 p.m.