



**President**  
Mr. Wes Heathcock  
City of Colfax

**Vice President**  
Mr. Blake Michaelson  
City of Dunsmuir

**Secretary**  
Ms. Muriel Terrell  
City of Mt. Shasta

**Treasurer**  
Vacant

**SMALL CITIES ORGANIZED RISK EFFORT  
SPECIAL BOARD OF DIRECTORS  
TELECONFERENCE MEETING AGENDA**

<b>A</b>	<b>Action</b>
<b>I</b>	<b>Information</b>
<b>1</b>	<b>Attached</b>
<b>2</b>	<b>Hand Out</b>
<b>3</b>	<b>Separate Cover</b>
<b>4</b>	<b>Verbal</b>

**Date/Time:** Wednesday, April 19, 2023 at 9:00 A.M.  
**Location:** TELECONFERENCE  
**Call in number:** 877-853-5257 (Toll Free)  
**Conference Code:** 966 6388 6389

<https://alliantinsurance.zoom.us/j/96663886389?pwd=NHV0Zm5QklONHhid3pZS3VEdfk3UT09>

In accordance with the requirements of the Brown Act, notice of this meeting must be posted in publically accessible places, 24 hours in advance of the meeting, in each of the member agencies involved. The Agenda packet will be posted on the SCORE website at [www.scorejpa.org](http://www.scorejpa.org). Documents and material relating to an open session agenda item that are provided to the SCORE Board Members less than 72 hours prior to a regular meeting, will be available for public inspection and copying at 2180 Harvard Street, Suite 460, Sacramento, CA 95815. Per Government Code 54954.2, persons requesting disability related modifications or accommodations, including auxiliary aids or services, in order to participate in the meeting are requested to contact Michelle Minnick at Alliant Insurance at (916) 643-2715 at least 24 hours in advance of the meeting.

**This Meeting Agenda shall be posted at the address of the teleconference locations shown below with access for the public via phone/speaker phone.**

1. City of Biggs, 465 C Street, Biggs, CA 95917
2. City of Colfax, 33 South Main Street, Colfax, CA 95713
3. City of Dunsmuir, 5915 Dunsmuir Avenue, Dunsmuir, CA 96025
4. City of Etna, 422 Main Street, Etna, CA 96025
5. City of Live Oak, 9955 Live Oak Blvd., Live Oak, CA 95953
6. Town of Loomis, 3665 Taylor Road, Loomis, CA 95650
7. City of Loyalton, 605 School St, Loyalton, CA 96118
8. City of Montague, 230 13th Street, Montague, CA 96064
9. City of Mount Shasta, 305 North Shasta Boulevard, Mt. Shasta, CA 96067
10. City of Portola, 35 Third Street, Portola, CA 96112
11. City of Shasta Lake, 1650 Stanton Drive, Shasta Lake, CA 96019
12. City of Tulelake, 501 Main Street, Tulelake, CA 96134
13. City of Weed, 550 Main Street, Weed, CA 96094
14. City of Yreka, 701 4<sup>th</sup> Street, Yreka, CA 96097

**PAGE A. CALL TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF AGENDA AS POSTED**

A 1

**D. PUBLIC COMMENTS**

**E. JPA BUSINESS**

- |               |  |
|---------------|--|
| <i>Pg. 3</i>  | <p><b>1. Nomination &amp; Selection of SCORE Officer Position–Treasurer</b> <span style="float: right;">A 1</span><br/> <i>The Board will be asked to nominate and select a new Treasurer for the SCORE Board because of recent vacancy.</i></p>   |
| <i>Pg. 4</i>  | <p><b>2. SCORE Resolutions</b> <span style="float: right;">A 1</span></p> <p style="padding-left: 20px;"><b>a. Resolution 23-02 – Delegation of Treasurer Responsibilities</b><br/> <i>The Board is asked to approve a resolution delegating responsibilities for managing funds to the Treasurer.</i></p> |
| <i>Pg. 6</i>  | <p style="padding-left: 20px;"><b>b. Resolution 23-03 – Treasurer Delegation of Authority for LAIF</b><br/> <i>The Board will review and may approve Resolution 23-03 Authorizing Investment of SCORE funds in LAIF.</i></p>   |
| <i>Pg. 8</i>  | <p><b>3. Selection of ERMA Board Representative</b> <span style="float: right;">A 1</span><br/> <i>The Board will be asked to nominate and select a new representative due to a recent vacancy of the position.</i></p>  |
| <i>Pg. 9</i>  | <p><b>4. Selection of CJPRMA Board Representative and Alternate</b> <span style="float: right;">A 1</span><br/> <i>The Board will be asked to nominate and select a new CJPRMA Board representative and alternate.</i></p>   |
| <i>Pg. 10</i> | <p><b>5. Payment Plan Request – City of Tulelake</b> <span style="float: right;">A 1</span><br/> <i>The Board has received premium payment plan requests for FY 23/24 from the City of Tulelake and the Board will review and may approve the proposed Premium installment payment plan.</i></p>           |
| <b>G.</b>     | <b>CLOSING COMMENTS</b>  |
| <b>H.</b>     | <b>ADJOURNMENT</b>   |

**Agenda Item E.1.**

**NOMINATION AND SELECTION OF SCORE OFFICER POSITION –  
TREASURER**

**ACTION ITEM**

**ISSUE:** The Board will be asked to solicit nominations for the SCORE officer position of Treasurer to complete the current two-year term of office which began July 1, 2022 (concludes July 1, 2024).

**RECOMMENDATION:** Solicit nominations and vote to elect a Treasurer.

**FISCAL IMPACT:** None

**BACKGROUND:** The President, Vice President, Secretary, Treasurer and Member-At-Large are elected in each even numbered year and serve for a term of two years, beginning in July of the year elected. Currently, Mr. Wes Heathcock holds the office of the President of SCORE, Mr. Blake Michaelsen holds the office of Vice-President, Ms. Muriel Howarth-Terrell holds the office of Secretary, and Ms. Wendy Howard is the Executive Committee Member-At-Large. Mr. Roger Carroll held the office of Treasurer until his recent and untimely passing.

Members are welcome to nominate anyone from the Board for an officer position.

**ATTACHMENT(S):** None.

**DELEGATION OF TREASURER RESPONSIBILITIES  
RESOLUTION 23-02**

**ACTION ITEM**

**ISSUE:** The Board is asked to review and approve an annual resolution delegating authority to the SCORE Treasurer to invest or reinvest funds of the group. The Resolution also designates the SCORE Treasurer and President by name as authorized to sign checks and make deposits or withdrawals of SCORE funds.

**RECOMMENDATION:** Review and approve the attached Resolution as presented or amended.

**FISCAL IMPACT:** None.

**BACKGROUND:** SCORE's relatively new bank requires a formal document which annually establishes who is authorized to sign checks for SCORE. In the past this Resolution was passed only when the officers changed but now will become an annual routine.

**ATTACHMENT(S):** Resolution 23-02 Delegation of Treasurer Responsibilities



**RESOLUTION 23-02**

**RESOLUTION DELEGATION OF TREASURER RESPONSIBILITIES**

**WHEREAS**, The Small Cities Organized Risk Effort (SCORE) Board of Directors does hereby find that the elected position of Treasurer shall act in accordance with the provisions of Sections 6505.5 or 6505.6 of the California Government Code for the purposes of investment stated therein is in the best interest of Small Cities Organized Risk Effort.

**WHEREAS**, Pursuant to 53607. The authority of the legislative body to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased, may be delegated for a one-year period by the legislative body to the treasurer of the local agency, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires, and shall make a monthly report of those transactions to the legislative body. Subject to review, the legislative body may renew the delegation of authority pursuant to this section each year.

**NOW THEREFORE, BE IT RESOLVED**, that the SCORE Board of Directors does hereby authorize the President and Treasurer authority to deposit and withdraw Small Cities Organized Risk Effort monies.

**BE IT FURTHER RESOLVED**, that the following Small Cities Organized Risk Effort officers or their successors in office shall be authorized to sign checks, and order the deposit or withdrawal of Small Cities Organized Risk Effort monies effective immediately:

- SCORE President – Wes Heathcock
- SCORE Treasurer –

\*\*\*\*\*

I hereby certify that the foregoing is a full, true and correct copy of Resolution No. 23-02 duly and regularly adopted and passed at a special teleconference meeting of the Board of Directors of the Small Cities Organized Risk Effort held on the 19<sup>th</sup> day of April 2023, by the following vote:

**AYES:**

**NAYS:**

**ABSENT:**

**ABSTAIN: NONE.**

\_\_\_\_\_  
**SCORE President, Wes Heathcock**

\_\_\_\_\_  
**SCORE Secretary, Muriel Howarth Terrell**

**DELEGATION OF INVESTMENT AUTHORITY TO SCORE TREASURER  
RESOLUTION 23-03**

**ACTION ITEM**

**ISSUE:** Annually, the Board is asked to review and approve a resolution authorizing the SCORE Treasurer to invest or reinvest funds, including the sale or exchange of securities.

**RECOMMENDATION:** Delegate investment authority to the Treasurer by approving Resolution 23-03.

**FISCAL IMPACT:** None

**BACKGROUND:** Government Code 53607 provides for delegation of the authority of the legislative body of a local agency to invest funds to the Treasurer. However, such delegation cannot exist beyond one year, so the Board needs to re-authorize the Treasurer to invest the funds for SCORE.

**ATTACHMENTS:** SCORE Resolution 23-03

**REFERENCE:** Government Code Sections:

- 53607. The authority of the legislative body to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased, may be delegated for a one-year period by the legislative body to the treasurer of the local agency, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires, and shall make a monthly report of those transactions to the legislative body. Subject to review, the legislative body may renew the delegation of authority pursuant to this section each year.
- 16429.1.(b) Notwithstanding any other law, a local governmental official, with the consent of the governing body of that agency, having money in its treasury not required for immediate needs, may remit the money to the Treasurer for deposit in the Local Agency Investment Fund for the purpose of investment.



**RESOLUTION 23-03**

**RESOLUTION AUTHORIZING INVESTMENT OF MONIES IN  
THE LOCAL AGENCY INVESTMENT FUND**

**WHEREAS**, Pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer, and

**WHEREAS**, The Small Cities Organized Risk Effort (SCORE) Board of Directors does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purposes of investment stated therein is in the best interest of Small Cities Organized Risk Effort.

**NOW THEREFORE, BE IT RESOLVED**, that the SCORE Board of Directors does hereby authorize the deposit and withdrawal of Small Cities Organized Risk Effort monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16428.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer’s Office of all banking information provided in that regard.

**BE IT FURTHER RESOLVED**, that the following Small Cities Organized Risk Effort officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund effective immediately:

- SCORE Treasurer –

\*\*\*\*\*

I hereby certify that the foregoing is a full, true and correct copy of Resolution No. 23-02 duly and regularly adopted and passed at a special teleconference meeting of the Board of Directors of the Small Cities Organized Risk Effort held on the 19<sup>th</sup> day of April 2023, by the following vote:

**AYES:**

**NAYS:**

**ABSENT:**

**ABSTAIN: NONE.**

\_\_\_\_\_  
**SCORE President, Wes Heathcock**

\_\_\_\_\_  
**SCORE Secretary, Muriel Howarth Terrell**

## SELECTION OF ERMA BOARD REPRESENTATIVE

### ACTION ITEM

**ISSUE:** SCORE members designate representatives to the Boards of their excess coverage providers. Given the distance some of the representatives must travel to attend meetings, the Program Administrators were asked to determine if one of them could be appointed as a representative to the Board of one or more excess providers. ERMA, the group's Employment Practices Liability provider, allows for an "authorized agent" to represent its members.

**RECOMMENDATION:** Consider appointing a member of the SCORE Board as SCORE's authorized agent for purposes of representation on the ERMA Board.

**FISCAL IMPACT:** None.

**BACKGROUND:** Roger Carroll served as SCORE's ERMA Representative until his recent passing. Wendy Howard, City of Shasta Lake, serves as the Alternate Representative. A Program Administrator also attends ERMA meetings to keep apprised of information relevant to SCORE.

**ATTACHMENTS:** None.



**Agenda Item E.4.**

**SELECTION OF CJPRMA BOARD REPRESENTATIVE AND ALTERNATE**

**ACTION ITEM**

**ISSUE:** SCORE members designate representatives to the Boards of their excess coverage providers. Given the distance some of the representatives must travel to attend meetings, the Program Administrators were asked to determine if one of them could be appointed as a representative to the Board of one or more excess providers. CJPRMA, the group’s Excess Liability provider, allows for an “authorized agent” to represent its members.

**RECOMMENDATION:** Appoint members of the SCORE Board as SCORE’s authorized agent and alternate for purposes of representation on the CJPRMA Board.

**FISCAL IMPACT:** None.

**BACKGROUND:** Roger Carroll served as SCORE’s CJPRMA Representative, and the Alternate Representative is vacant. A Program Administrator also attends CJPRMA meetings to keep apprised of information relevant to SCORE.

**ATTACHMENTS:** None.

**PREMIUM PAYMENT PLAN REQUESTS FOR 23/24  
CITY OF TULELAKE**

**ACTION ITEM**

**ISSUE:** The City of Tulelake has provided written notice to the SCORE Program Administrators requesting an installment payment plan for their FY 23/24 contributions to the Liability Program. The City’s total deposit is \$52,219 and they have requested quarterly installments, calculated as follows:

- July 1<sup>st</sup> Payment: \$13,055
- Remaining balance of \$39,164 + 3% admin fee of \$1,175 = \$40,339
- Three payments of \$13,466, invoiced on October 1<sup>st</sup>, January 1<sup>st</sup>, and April 1<sup>st</sup>.

**RECOMMENDATION:** Review and approve payment plan as requested.

**FISCAL IMPACT:** Administrative fee of \$1,175 in addition to the premium of \$52,219.

<b>Total Liability Premium</b>	<b>\$52,219</b>	
		<b>Due Date</b>
<b>Down Payment</b>	<b>\$13,055</b>	<b>7/1/2023</b>
Remaining Unpaid Balance	<b>\$39,164</b>	
Unpaid Balance including 3% Admin Fee	<b>\$40,339</b>	
<b>Installment 1</b>	<b>\$13,466</b>	<b>Due Date 10/1/23</b>
<b>Installment 2</b>	<b>\$13,466</b>	<b>Due Date 1/1/24</b>
<b>Installment 3</b>	<b>\$13,466</b>	<b>Due Date 4/1/24</b>
<b>Total Paid</b>	<b>\$53,453</b>	

**BACKGROUND:** The City of Tulelake joined SCORE in 2011 and has paid their liability premiums in full. They joined the Workers’ Compensation Program in FY 15/16 and requested a monthly installment premium payment plan for both programs which the Board approved for that year and the three subsequent years. At the June 2018 meeting the Board approved a payment plan for both the Liability and Workers’ Compensation Programs, with 10% down and ten monthly installments. This year they are requesting a quarterly payment plan for the Liability Program only. At the October 2015 meeting the Board approved a 3% Administrative Fee on the unpaid premium balance to go into effect in FY 16/17.

**ATTACHMENTS:** City of Tulelake Payment Plan Request



## CITY OF TULELAKE

591 Main Street  
P. O. Box 847, Tulelake, CA 96134  
Phone 530-667-5522 - FAX 530-667-5351  
[cityoftulelake@cot.net](mailto:cityoftulelake@cot.net)



April 4, 2023

Mr. Marcus Beverly  
Alliant Insurance Services, Inc.  
2180 Harvard Street, Ste 460  
Sacramento CA 95815

Subject: Requesting to make quarterly liability insurance premium payments for the 2023-2024 fiscal year.

Dear Marcus,

The City of Tulelake is requesting to make quarterly liability insurance payments for the fiscal year 2023-2024 rather than a one-time annual payment. We are requesting this due to the timing of when our City actually receives revenue. As a small city, paying for an annual payment all at once puts a strain on our cash flow for our regular operating expenses. We are asking the board of directors to consider this option at their next scheduled board meeting. Thank you in advance for your consideration.

Sincerely,

Paulette Velador  
Mayor  
City of Tulelake