



**Small Cities Organized Risk Effort (SCORE)**  
**Board of Directors Meeting Minutes**  
**August 24, 2012**  
***-Teleconference-***

**Member Cities Present (Teleconference):**

Michael Botorff, City of Biggs  
Liz Clontz, City of Dorris  
Pamela Russell, City of Etna  
Robert Jankovitz, City of Isleton  
Satwant Takhar, City of Live Oak  
Roger Carroll, Town of Loomis  
Kathy LeBlanc, City of Loyalton

Ted Marconi, City of Mt. Shasta  
Leslie Tigan, City of Portola  
Debbie Savage, City of Susanville  
Randolph Darrow, City of Tulelake  
Kelly McKinnis, City of Weed  
Steve Baker, City of Yreka

**Member Cities Absent (Teleconference):**

Bruce Kranz, City of Colfax  
Brenda Bains, City of Dunsmuir  
Linda Romaine, Town of Fort Jones

Janie Sprague, City of Montague  
Stephanie Beauchaine, City of Rio Dell  
John Duckett, City of Shasta Lake

**Consultants & Guests**

Susan Adams, Alliant Insurance Services  
Johnny Yang, Alliant Insurance Services  
Laurence Voiculescu, Alliant Insurance Services  
Michael Simmons, Alliant Insurance Services  
Cameron Dewey, York Risk Services  
Marcus Beverly, York Risk Services

Craig Wheaton, York Risk Services  
Jodi Fink, York Risk Services  
Trisha Engle, York Risk Services  
Tracey Smith-Reed, Gilbert Associates, Inc.  
Ron Stock, City of Weed  
Jack Kastorff, SBK Risk Services

**A. CALL TO ORDER**

Mr. Roger Carroll called the meeting to order at 10:03 a.m.

**B. ROLL CALL**

The above mentioned members were present constituting a quorum. Cities absent were the City of Colfax, City of Dunsmuir, Town of Fort Jones, City of Montague, City of Shasta Lake and the City of Rio Dell.



### **C. APPROVAL OF AGENDA AS POSTED**

A motion was made to approve the Agenda as posted.

**MOTION:** Roger Carroll                      **SECOND:** Kelly McKinnis                      **MOTION CARRIED**

### **D. PUBLIC COMMENT**

There were no public comments.

### **E. CONSENT CALENDAR**

1. Draft Board of Directors Meeting Minutes – June 22, 2012
2. Local Agency Investment Fund (LAIF) Monthly Statements of Investments – June 30, 2012
3. Union Bank Account Statement – July 2012
4. SCORE Checking Account Transaction List – April 1 – June 30, 2012
5. Investment Statements from Chandler Asset Management – July 2012
  - a. Account 590
    - i. Portfolio Summaries
    - ii. Compliance Report
6. Target Solutions Utilization Report – July 31, 2012
7. York Claims Bill Review
8. SCORE Service Calendar
9. SBK Monthly Statement – July 2012

Ms. Susan Adams noted that there is an error in the document listed as line item #4 above and that it should be corrected before approval. Mr. Roger Carroll agreed and entered a motion to remove item #4 from the calendar for an explanation and approve the remainder of it with no changes.

**MOTION:** Leslie Tigan                      **SECOND:** Kelly McKinnis                      **MOTION CARRIED**

Explanation: A check to “Granzella’s” has been noted on the SCORE Checking account statement due to a clerical error and should be redacted to reflect a check issued to the GAIA Hotel in Anderson, CA instead. The change was noted and will be corrected by the accountant as directed by the Board. A motion was then entered to approve the item with the necessary corrections.

**MOTION:** Ted Marconi                      **SECOND:** Kelly McKinnis                      **MOTION CARRIED**

### **F. COMMITTEE REPORTS**

- F1. ERMA Board of Directors Minutes – June 18, 2012**
- F2. LAWCX Board of Directors E-Brief – June 12, 2012**
- F3. CJPRMA Board of Directors Minutes – June 21, 2012**



## **G. ADMINISTRATIVE REPORTS**

### **G1. President's Report**

Mr. Roger Carroll advised that due to the large volume of attendees for the October 2012 Board of Director's meeting, the hosting hotel has agreed to offer one (1) complimentary room to SCORE. Mr. Carroll recommended a lottery to be organized to determine which of the member Cities will receive the accommodation. As such, a drawing will be conducted and the winner will be notified before the October Board meeting. In the event that the winner decides not to take advantage of the offer, two winners will be drawn with the second to serve as a back up in the event that the initial winner decides not to accept the room.

### **G2. Alliant Update**

Ms. Susan Adams introduced Laurence Voiculescu as Alliant's newest staff member. Mr. Voiculescu will be SCORE JPA's Administrative Assistant and will replace Johnny Yang as the main Administrative Assistant for SCORE.

Ms. Adams also noted that SCORE will fax a letter of opposition to the local Senator for CA Assembly Bill 2451 which would extend the timeframe for presumptions under the Workers' Compensation code.

Ms. Adams advised that if any of the members have not used their \$1,000 allowance for training and/or conferences, it will be available for use for the upcoming October 2012 SCORE Board of Directors meeting.

Ms. Adams noted that a RFP was sent for property appraisal services for all SCORE member cities. The RFP was sent out to seven vendors, and their questions have already been answered by the program administrator and posted on the SCORE website.

Proposals are due to the Administrator on August 31<sup>st</sup>, 2012, with a contract scheduled to be awarded on September 14<sup>th</sup> 2012. The appraisal services will include valuations for both structures and contents, with valuations due on January 15<sup>th</sup>, in time for Property Insurance Policy renewals. The last time SCORE conducted such a real property appraisal was in 2006.

Ms. Adams then issued a reminder to the Board that CAJPA will take place September 18-21 in South Lake Tahoe and PARMA is scheduled for February 3-6, 2013 in Rancho Mirage, CA

### **G3. ERMA Update**

Mr. Carroll advised that ERMA had several special meetings to approve the new SCORE members' applications. They were all approved.



## **H. JPA BUSINESS**

### **H1. Update on City of Isleton**

At the last Board meeting, Staff was directed to meet with the City of Isleton to express the concerns of the Board and assess the risk they pose to the other members of SCORE due to their lack of premium payment. Another area of great concern to SCORE was the disbandment of Isleton's Police Department.

Mr. Michael Simmons informed the Board that Ms. Adams, himself and Mr. Jack Kastorff had attended Isleton's City Council meeting on August 23<sup>rd</sup>, 2012 and made it very clear to the City of Isleton's leadership that SCORE will not tolerate any other delays or failures to submit premium payments as agreed. Isleton has also stated that it is in the process of signing a contract with the Sacramento County Sheriff's Department for Law Enforcement services.

Ms. Adams advised the Board that the City of Isleton had agreed to pay their first premium installment by the start of the Board meeting via FedEx Overnight service and that Alliant is in receipt of a faxed copy of said premium payment check.

SCORE's Board of Directors offered the City of Isleton a new premium payment plan as follows:

***Premiums are to be paid in TEN (10) equal premium installments, due on the 1<sup>st</sup> day of EACH month, with an interest rate accrual of 4% plus the current LAIF return (~0.4% as of 8/24/2012), for a total interest rate of ~ 4.4%, contingent on the receipt of the first payment as promised by the City of Isleton.***

The City of Isleton has agreed to the terms offered by the SCORE Board and promised it will pay its premiums on time or otherwise face the consequences of cancellation of coverage.

A motion was made to approve the above payment plan for the City of Isleton.

**MOTION:** Kelly McKinnis

**SECOND:** Mike Botorff

**MOTION CARRIED**

### **H2. City of Crescent City Retrospective Distribution Request**

Ms. Adams noted that the SCORE bylaws were changed a few years prior to state that if a member withdraws from the program, SCORE will retain their retrospective dividends but they will be allowed to request a partial release of funds in writing and that the Board will consider any such requests on a case by case basis. The City of Crescent City has requested in writing that SCORE release some of their funds as they become available. Gilbert Associates was able to calculate the figures available for release as follows:



- a. \$12,899 in the liability program with an available release rate of 30% , computing to an effective refund of \$3,870 AND,
- b. \$202,113 in the Workers' Compensation program, with an available release rate of 30%, computing to an effective refund amount of \$60,634.

Ms. Carroll advised that a motion will be required from the board in order to authorize the release the funds to Crescent City.

**MOTION:** Ted Marconi                      **SECOND:** Kelly McKinnis                      **MOTION CARRIED**

## **I. CLOSED SESSION PURSUANT TO GOVERNMENT CODE 54956.95**

At 12:39 p.m., pursuant to Government code section 54956.95, the Board held a closed session to discuss the following claims for payment of tort liability loss or public liability loss.

### **1. Liability**

- a. Kernan vs. City of Yreka\*\*
- b. Abbott vs. City of Yreka
- c. Schisler vs. City of Weed\*\*
- d. Ralston vs. City of Weed
- e. Operating Engineers vs. City of Isleton\*\*
- f. Woodsman Lodge vs. City of Mt. Shasta\*\*

### **2. Worker's Compensation**

- a. City of Crescent City vs. Mark Byrne\*\*
- b. City of Crescent City vs. Mark Byrne\*\*
- c. City of Crescent City vs. Garrett Scott\*\*
- d. City of Colfax, vs. David Woodford\*\*

## **J. REPORT FROM CLOSED SESSION**

The Board returned from closed session at 1:04 p.m. Mr. Carroll reported that the above closed session items were discussed and appropriate direction was given to Staff.

## **K. INFORMATION ITEMS**

### **K1. SCORE Resource Contact Guide**

This was provided as an information item only.

## **L. CLOSING COMMENTS**

There were no closing comments.



**AJOURNMENT**

The meeting was adjourned at 1:04 p.m.

**NEXT MEETING DATE: Thursday & Friday, October 25 & 26, 2012.**

Respectfully Submitted,

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Pamela Russell, Secretary

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Date