



**VECTOR CONTROL JOINT POWERS AGENCY  
BOARD OF DIRECTORS' MEETING  
AGENDA**

**Bickmore  
1750 Creekside Oaks Drive, Suite 200  
Sacramento, CA 95833  
(800) 541-4591**

**Wednesday, November 2, 2016  
10:00 a.m.**

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In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Katie Achterberg at (916) 290-4624 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 VCJPA Board less than 72 hours prior to a regular meeting will be available for public inspection and copying at 1750 Creekside Oaks Dr., Suite 200, Sacramento, CA 95833. The documents will also be available on the agency's website at [www.vcjpa.org](http://www.vcjpa.org).

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<b><u>Page</u></b>	<b>1. CALL TO ORDER</b>
	<b>2. INTRODUCTIONS</b>
	<b>3. APPROVAL OF AGENDA AS POSTED (OR AMENDED)</b>
	<b>4. PUBLIC COMMENTS</b> - This time is reserved for members of the public to address the Board relative to matters of the Vector Control Joint Powers Agency 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.
	<b>5. CONSENT CALENDAR</b>
	If the Board would like to discuss any item listed, it may be pulled from the Consent Calendar.
<b>6</b>	*A. Minutes of the June 16, 2016, Board of Directors' Meeting
<b>17</b>	*B. General Warrants from September 1, 2016, to October 14, 2016
<b>18</b>	*C. Liability Claims from September 1, 2016, to October 14, 2016
<b>19</b>	*D. Treasurer's Report as of August 31, 2016, and September 30, 2016
<b>63</b>	*E. Internal Financial Statements at September 30, 2016
<b>66</b>	*F. Investment Performance Review from Public Financial Management (PFM) for Third Quarter 2016
<b>107</b>	*G. VCJPA Strategic Goals and Action Plan Status Update
<b>109</b>	*H. Liability Claims Paid Listing for the Quarter Ended September 30, 2016
<b>110</b>	*I. Workers' Compensation Claims Paid Listing for the Quarter Ended September 30, 2016
<b>111</b>	*J. ERMA Quarterly Loss Report as of September 30, 2016

- 115 \*K. Memorandum from ERMA Regarding the 2016/2017 Program Year  
118 \*L. Summary of Action Items – ERMA June 13, 2016, Board of Directors’  
Meeting  
119 \*M. CARMA E-Brief – September 2016  
*Recommendation: Approval of the Consent Calendar.*

**6. FINANCIAL MATTERS**

- 120 \*A. Draft Audited Financial Statements for the Fiscal Year Ended June 30, 2016,  
prepared by Sampson, Sampson & Patterson, LLP  
*Recommendation: Staff recommends the Board accept and file the audited  
financial statements for the fiscal year ended June 30, 2016.*
- 169 B. Discussion Regarding Auditor Rotation per California Government Code  
Section 12410.6  
*Recommendation: None.*
- 170 C. Utilizing Automated Clearing House (ACH) Electronic Funds Transfer (EFT)  
for Vendor Payments  
*Recommendation: Staff recommends the Board approve the  
implementation of the ACH EFT vendor payment method to be added to  
the current method of paper check payment.*

**7. ADMINISTRATIVE MATTERS**

- 174 A. Appointment of Executive Director  
*Recommendation: Staff recommends the Board appoint Ms. Chrissy Mack  
as VCJPA Executive Director.*
- 175 B. Appointment of Board Secretary  
*Recommendation: Staff recommends the Board appoint Ms. Katie  
Achterberg as VCJPA Board Secretary.*
- 176 \*C. Appointment of Litigation Manager  
*Recommendation: Staff recommends the Board appoint Mr. Craig  
Wheaton as VCJPA Litigation Manager.*
- 180 \*D. Discussion Regarding Renewal of Agreement for Program Administration  
Services between VCJPA and Bickmore  
*Recommendation: Staff recommends the Board provide direction.*
- 206 \*E. Resolution of the Board of Directors Establishing Underwriting Guidelines  
*Recommendation: Staff recommends the Board approve the resolution  
establishing underwriting guidelines.*
- 210 \*F. Discussion Regarding the VCJPA 2017 Annual Workshop Format  
*Recommendation: Staff requests the Board provide input on the format  
and presentations/training topics and authorize the Executive Committee  
to finalize the agenda for the 2017 Annual Workshop.*

**8. POOLED LIABILITY PROGRAM**

- A. Oral Report by Mr. Craig Wheaton, Litigation Manager, and Brenneca Kidd,  
Legal Analyst  
*Recommendation: None.*

- 213 \*B. Draft Pooled Liability Program Annual Report for the Year Ended June 30, 2016  
*Recommendation: Staff recommends the Board approve the Pooled Liability Program Annual Report for the year ended June 30, 2016, and the distribution of refunds and collection of deficits.*

- 244 C. Request from Napa County Mosquito Abatement District To Increase Retained Limit in the Pooled Liability Program  
*Recommendation: Staff is recommending the Board approve Napa County MAD's request to increase their Pooled Liability Program retained limit from \$1,000 to \$5,000 effective July 1, 2017.*

**9. POOLED WORKERS' COMPENSATION PROGRAM**

- A. Oral Report by Ms. Judith Bals, Workers' Compensation Program Manager  
*Recommendation: None.*
- 245 \*B. Draft Pooled Workers' Compensation Program Annual Report for the Year Ended June 30, 2016  
*Recommendation: Staff recommends the Board approve the Pooled Workers' Compensation Program Annual Report for the year ended June 30, 2016, and distribution of refunds and collection of deficits.*

**10. POOLED PROPERTY PROGRAM**

- 343 \*A. Draft Pooled Property Program Annual Report for the Year Ended June 30, 2016  
*Recommendation: Staff recommends the Board approve the Pooled Property Program Annual Report for the year ended June 30, 2016.*

**11. POOLED AUTO PHYSICAL DAMAGE PROGRAM**

- 346 \*A. Draft Pooled Auto Physical Damage Program Annual Report for the Year Ended June 30, 2016  
*Recommendation: Staff recommends the Board approve the Pooled Auto Physical Damage Program Annual Report for the year ended June 30, 2016.*
- 349 \*B. Discussion Regarding Pooled Auto Physical Damage Program Minimum Fund Balance, Flat Rate for Addition of New Vehicles, Deductible, and Limit of Coverage  
*Recommendation: Staff recommends the Board: 1) establish a minimum fund balance of \$600,000; 2) establish a \$1,000 flat-rate charge for the addition of vehicles; 3) consider increasing the deductible to \$1,000 effective July 1, 2017; and 4) remain at a \$35,000 limit of coverage, with higher limits available in \$35,000 increments.*

**12. LEGAL/CLAIMS MATTERS**

A. Closed Session

Pursuant to Government Code Section 54956.95(a), the Board of Directors will recess to closed session to discuss the following claims for payment of workers' compensation liability incurred by a local district member of the joint powers agency.

Workers' Compensation:

- Castellon v. Orange County VCD
- Niewola v. Orange County VCD
- Reinig v. Orange County VCD
- Fishe v. Contra Costa MVCD
- Anderson v. San Joaquin Co. MVCD

B. Report from Closed Session

Pursuant to Government Code Section 54957.1, the Board of Directors must report in open session any action, or lack thereof, taken in closed session.

**13. CLOSING COMMENTS**

This time is reserved for comments by Board members and/or staff and to identify matters for future Board business.

- A. Board
- B. Staff

**14. ADJOURNMENT**

**NOTICES:**

- The next regular VCJPA Executive Committee meeting is scheduled for Monday, November 28, 2016, via teleconference.
- The next regular VCJPA Board of Directors' meeting is scheduled for Friday, March 3, 2017, in conjunction with the Annual Workshop, at The Embassy Suites in Walnut Creek, CA.
- The next CARMA Board of Directors meeting will be held in conjunction with a Strategic Planning Session on Thursday-Friday, January 5-6, 2017, in Bodega Bay. The VCJPA's representative to the CARMA Board is Gary Goodman, Sacramento-Yolo MVCD and the alternate is Ms. Tamara Davis, Marin-Sonoma MVCD.
- The next ERMA Board of Directors meeting will be held on Monday, November 7, 2016, in Sacramento, CA. The VCJPA's representative to the ERMA Board is Craig Downs, Contra Costa MVCD, and the alternate is Truc Dever, Greater LA County VCD.

**Mark your calendars!** The 29<sup>th</sup> VCJPA Annual Workshop will be held on Thursday, March 3, 2017, at the Embassy Suites in Walnut Creek, CA.  
Details will be forthcoming.