



# TRINDEL

## Risk Management for Rural Counties

A Joint Powers Authority Established in 1980

**June 12-13, 2024**

### **Board of Directors Regular Meeting Agenda**

**PRESIDENT**

Nathan Black

**VICE-PRESIDENT**

Nichole Williamson

**SECRETARY**

Van Maddox

**OFFICER (PAST PRESIDENT)**

Chester Robertson

**OFFICER**

Travis Goings

**EXECUTIVE DIRECTOR**

Andrew Fischer

**GENERAL COUNSEL**

Charles McKee

**Location:**

Almanor Recreation & Park District  
102 Brook Loop  
Chester, CA 96020

**Date:**

Wednesday, June 12, 2024

**Time:**

9:00 AM – 4:00 PM Estimate (End time at discretion of the Board)

**Date:**

Thursday, June 13, 2024

**Time:**

9:00 AM – Noon Estimate (End time at discretion of the Board)

## ORDER OF BUSINESS

As to each agenda item, the Board may take action, give direction and/or receive informational reports.

**1. Call to Order:**

Introductions around the room with the meeting called to order at 9:02 a.m.

**2. Roll Call:**

**Day 1 – Wednesday, June 12, 2024 ~ 9:00am-12:00pm**

Alpine County	Nichole Williamson
Colusa County	Kaline (Kiki) Moore
Del Norte County	Neal Lopez
Lassen County	Richard Egan and Samantha McMullen
Modoc County	Chester Robertson
Mono County	Absent
Plumas County	Travis Goings
San Benito County	Absent
Sierra County	Judi Behlke
Sutter County	Nathan Black and Jason Claunch
Tehama County	Gabriel Hydrick and Coral Ferin
Trinity County	Trent Tuthill

Others present:

PRISM	Gina Dean
Alliant	Kevin Bibler
MRG	Rumi Portillo
Kevin Webb	RW Baird
Trindel Insurance Fund	Andrew Fischer
	Mary Evans
	Sean Houghtby
	Sharon Flavin
	Charles McKee

**3. Public Comment:**

Welcome from Plumas County Supervisor of District Two, Tom McGowan.

**4. Election of President, Vice-President, and Secretary for 2024-25 fiscal year:**

Introduction from General Counsel on Trindel Bylaw provisions regarding election of President, Vice-President, and Secretary. The Board discussed the nomination and election for President, Vice-President, and Secretary for fiscal year 2024-2025. Nichole Williamson of Alpine County was nominated for President by Nathan Black (Sutter), Henie Ring of San Benito County was nominated for Vice-President by

Chester Robertson (Modoc), and Van Maddox of Sierra County was nominated for Secretary by Richard Egan (Lassen).

Motion by Richard Egan, Lassen County, to approve the elections of Nichole Williamson, Alpine County, to serve as President, Henie Ring, San Benito County, to serve as Vice-President, and Van Maddox, Sierra County, to serve as Secretary for the 2024-2025 fiscal year.

Seconded by Gabriel Hydrick, Tehama County.

Motion carried with 10 Ayes and 2 Absences.

AYES: Alpine, Colusa, Del Norte, Lassen, Modoc, Plumas, Sierra, Sutter, Tehama, Trinity.

NOES: None

Absent: Mono and San Benito.

**5. Election of two directors to serve on the Executive Committee, and Claims**

**Review Committee for 2024-25 fiscal year:**

Introduction from General Counsel on Trindel Bylaw provisions regarding election of two at large members to serve on the Executive Committee. The Board discussed the nomination and election for two at large members to serve on the Executive Committee and Claims Review Committee.

Nichole Williamson, Alpine County, nominated Travis Goings, Plumas County, and Chester Robertson, Modoc County, to serve on the Executive Committee and Claims Review Committee for the 2024-2025 fiscal year. Motion by Nichole Williamson, Alpine County.

Seconded by Richard Egan, Lassen County.

Motion carried with 10 Ayes and 2 Absences.

AYES: Alpine, Colusa, Del Norte, Lassen, Modoc, Plumas, Sierra, Sutter, Tehama, Trinity.

NOES: None

Absent: Mono and San Benito.

**6. Authorize Executive Director as Treasurer for 2024-25:**

Introduction from Charles McKee to authorize Executive Director, Andrew Fischer, Trindel Insurance Fund, as Treasurer to invest, sell, or exchange securities for the 2024-25 fiscal year as required by CA Government Code Section 53607, and as outlined in the Trindel Bylaws.

Motion by Richard Egan, Lassen County, to Authorize Executive Director, Andrew Fischer, Trindel Insurance Fund, as Treasurer for the 2024-2025 fiscal year.  
Seconded by Chester Robertson, Modoc County.

Motion carried with 10 Ayes and 2 Absences.

AYES: Alpine, Colusa, Del Norte, Lassen, Modoc, Plumas, Sierra, Sutter, Tehama, Trinity.

NOES: None

Absent: Mono and San Benito.

**7. Consent Calendar:**

**a.** Approve February 15-16, 2024 Board of Directors Meeting Minutes

**b.** Approve Check Register & Invoices from the third quarter 2023-24.

President, Nathan Black, Sutter County, asked if all Board Members reviewed the items on the Consent Calendar. Andrew advised of suggested changes that were received and the minutes were revised to reflect requested changes. General Counsel also advised that it is not necessary to abstain from approving minutes if the individual Board members weren't at the meeting.

Motion by Travis Goings, Plumas County, to approve February 15-16, 2024 Board of Directors Meeting Minutes and Check Register and Invoices from 2023-2024 third quarter.

Seconded by Gabriel Hydrick, Tehama County.

Motion carried with 10 Ayes and 2 Absences.

AYES: Alpine, Colusa, Del Norte, Lassen, Modoc, Plumas, Sierra, Sutter, Tehama, Trinity.

NOES: None

Absent: Mono and San Benito.

## **Reports**

**8. Committee Reports:**

Andrew advised that since the February 15-16, 2024 Board of Directors meeting the Executive Committee met on March 11, 2024 to renew our contract with our claims management system provider MDI, and on March 29, 2024 to interview candidates for the position of General Counsel for Trindel. The Human Resources Ad-Hoc Committee, HR Task Force, corresponded via email to revise policies per direction from the February Board of Directors, and approve said policies. Also, the Claims Review Committee did not meet by the time of this writing but will be

scheduling a meeting for the near future to provide status updates on pool reportable claims in the workers' compensation and general liability programs. Gina Dean, PRISM, reported that we are obtaining an excellent deal on our current claim software, and that other platforms are fare more expensive.

**9. Department Reports:**

Andrew Fischer, Executive Director, presented the Risk Control department report in absence of Rachael Hartman, Director of Risk Control. There was discussion amongst the Board regarding a glitch in one of our trainings, and requested that Andrew address it.

Sean Houghtby, Director of Liability and Property presented the Liability and Property department report. The Board suggested providing statistics showing average cost of claim to be able to compare claim costs between programs.

Sharon Flavin, Director of Workers' Compensation presented the Workers' Compensation department report and provided background on her professional experience as well as her initial impressions of working with the department. She reported that she looks forward to visiting all of the Counties.

Andrew Fischer, Executive Director, presented the Administration Department report.

No action taken.

**10. Treasurer's Report as of 3/31/24:**

The Board Members review of Trindel's current holdings in the applicable bank accounts, investment pools, Chandler, and Trindel's newly created self-directed portfolio. Kevin Webb, RW Baird, provided a handout that the Board was apprised of prior to the meeting. He discussed and provided a comprehensive update of the hand-out and the individual investments. There was discussion between Board Members expressing concern regarding Chandler's investment in Toronto Dominion, and Royal Bank of Canada.

The Board provided direction to Andrew Fischer.

**11. Alliant and PRISM Report:**

Gina Dean, PRISM, and Kevin Bibler, Alliant, presented the history of the relationship between PRISM, Alliant, and Trindel. A hand-out was provided outlining the various programs available through PRISM, collaboration with Alliant, and the support to Trindel as a member driven and directed organization. They

also presented on activities of PRISM and Alliant for Trindel excess program coverages.

No action taken.

## **Programs**

### **12. Workers' Compensation Memorandum of Coverage (MOC) 2024-25:**

Sharon Flavin presented the Workers' Compensation Memorandum of Coverage for fiscal year 2024-25. Sharon discussed lowering cost by moving the SIR to \$2M, and the banking layer to remain the same at a \$300k SIR. The Memorandum of Coverage was created in fiscal year 2021 with the help of Trindel Insurance Fund Coverage Counsel, Byrne Conley, and was sent to the board for review and comment on May 16, 2024. The only change this year was the increase of the pool SIR, and the change of policy years to reflect the 2024-25 fiscal year.

Motion by Nichole Williamson, Alpine County, to approve Workers' Compensation Memorandum of Coverage (MOC) 2024-25.

Seconded by Neal Lopez, Del Norte County.

Motion carried with 10 Ayes and 2 Absences.

AYES: Alpine, Colusa, Del Norte, Lassen, Modoc, Plumas, Sierra, Sutter, Tehama, Trinity.

NOES: None

Absent: Mono and San Benito.

### **13. General Liability Memorandum of Coverage (MOC) 2024-25:**

Sean presented the General Liability Memorandum of Coverage for fiscal year 2024-25. The memorandum of coverage was created in fiscal year 2021 with the help of Trindel Insurance Fund Coverage Counsel, Byrne Conley, and was sent to the board for review and comment on May 16, 2024. The Board discussed how the PRISM proposed General Liability MOC was not approved at their June Board of Directors. Sean advised that we would review any changes made to the PRISM memorandum of coverage with coverage counsel, and bring it back for the Trindel Board of Directors consideration in the event there are changes to the PRISM MOC.

Motion by Kaline Moore, Colusa County, to approve General Liability Memorandum of Coverage (MOC) for fiscal year 2024-25.

Seconded by Gabriel Hydrick, Tehama County.

Motion carried with 10 Ayes and 2 Absences.

AYES: Alpine, Colusa, Del Norte, Lassen, Modoc, Plumas, Sierra, Sutter, Tehama, Trinity.

NOES: None

Absent: Mono and San Benito.

#### **14. Property Memorandum of Coverage (MOC) 2024-25:**

Sean presented the Property Program Memorandum of Coverage (MOC) for fiscal year 2024-25. The memorandum of coverage was created in fiscal year 2021 with the help of Trindel Insurance Fund Coverage Counsel, Byrne Conley, and was sent to the board for review and comment on May 16, 2024.

Motion by Kaline Moore, Colusa County, to approve Property Memorandum of Coverage (MOC) for fiscal year 2024-25.

Seconded by Travis Goings, Plumas County.

Motion carried with 10 Ayes and 2 Absences.

AYES: Alpine, Colusa, Del Norte, Lassen, Modoc, Plumas, Sierra, Sutter, Tehama, Trinity.

NOES: None

Absent: Mono and San Benito.

#### **15. Funding the Cyber Liability Program Deductible Resolution 24-01:**

Andrew presented Resolution 24-01 to fund a deductible for the Cyber Liability Program for each member effective 2025-26. Cyber liability claims have increased in frequency, and in an attempt to help members budgetary concerns, we are proposing a deductible funding option in this program similar to what we have done in the past for the pollution, and medical malpractice program. Currently, there is a \$50,000 deductible in the cyber liability program, and like past practice, the resolution would provide a provision to fund the deductible in 1/3 increments until a full deductible is on hand for each member. There is not enough frequency in the program to justify an actuarial study but we will begin to incorporate actuarial funding studies for this program in the event that there is enough frequency in the program that would require it. Currently all Trindel members are also members of the PRISM Cyber Liability program. We would set up individual banking layers, and associated accounts, similar to what is done in the med-mal and pollution/landfill programs. The Board discussed the program, their

experiences, and directed staff to revise the Resolution to change the word “see” to “recognizes” on the first line of the resolution.

Motion by Chester Robertson, Modoc County, to approve Funding the Cyber Liability Program Deductible Resolution 24-01.  
Seconded by Richard Egan, Lassen County.

Motion carried with 10 Ayes and 2 Absences.  
AYES: Alpine, Colusa, Del Norte, Lassen, Modoc, Plumas, Sierra, Sutter, Tehama, Trinity.  
NOES: None  
Absent: Mono and San Benito.

Adjournment for Lunch.

**Day 1 – Wednesday, June 12, 2024 ~ 1:30pm-4:00pm**

Alpine County	Nichole Williamson
Colusa County	Kaline (Kiki) Moore
Del Norte County	Neal Lopez
Lassen County	Richard Egan and Samantha McMullen
Modoc County	Chester Robertson
Mono County	Absent
Plumas County	Travis Goings
San Benito County	Absent
Sierra County	Judi Behlke
Sutter County	Nathan Black and Jason Claunch
Tehama County	Gabriel Hydrick and Coral Ferin
Trinity County	Trent Tuthill

Others present:

PRISM	Gina Dean
Alliant	Kevin Bibler
MRG	Rumi Portillo
Trindel Insurance Fund	Andrew Fischer
	Mary Evans
	Sean Houghtby
	Sharon Flavin
	Charles McKee (left at 3:15 and did not return)

**16. 2024-25 Budgets:**



Andrew presented the Administration, and Program Budgets for 2024-25, with review of 2023-24 budgets as of 3/31/2024 to actual, and comparison to prior. Budgets were prepared with each department to ensure that our goals and objectives with an eye on the objectives set forth in the strategic plan were kept in focus during their creation when compared to prior years. These budgets are inclusive of the proposed administrative costs, and the program premiums that were adopted at the February 2024 meeting. The Board was advised that the pension expense item will be considered on the following agenda item, and will adjust the budget for pension expense accordingly. A pause was requested in order to discuss Agenda Item #17 prior to considering this item. Motion was made to adopt budget as proposed after action was taken on item #17 to elect option B.

Motion by Del Norte County, to approve the Administration and Program Budgets for 2024-25.

Seconded by Tehama County.

Comment from Board to have staff consider providing budget to actuals later than 3/31/24 if possible.

Motion carried with 10 Ayes and 2 Absences.

AYES: Alpine, Colusa, Del Norte, Lassen, Modoc, Plumas, Sierra, Sutter, Tehama, Trinity.

NOES: None

Absent: Mono and San Benito.

## **General Business**

### **17. Funding Options for CALPERS Unfunded Accrued Liability as of 06/30/2024:**

Andrew presented for consideration and approval of funding options, lump sum, additional discretionary payments, or minimum required payments, for Trindel CALPERS Unfunded Accrued Liability. Options A through D were discussed further in detail with decision made to adopt Option B.

Motion by Chester Robertson, Modoc County, to approve Funding Option B - Unfunded Accrue Liability Payoff.

Seconded by Gabriel Hydrick, Tehama County.

Motion carried with 10 Ayes and 2 Absences.

AYES: Alpine, Colusa, Del Norte, Lassen, Modoc, Plumas, Sierra, Sutter, Tehama, Trinity.

NOES: None

Absent: Mono and San Benito.

**18. Financial Statements as of 3/31/2024:**

Andrew presented a review Statement of Revenues and Expenses, and Statement of Net Position as of 3/31/2024. Additional discussion around the Financial Statement, Balance Sheet, and Income Statements provided per county and Trindel.

**19. Position Allocations and Salary Schedule for 2024-25 fiscal year:**

Andrew presented the proposed allocation of positions and salary schedule for fiscal year 2024-25. Further presentation of two senior level positions.

Motion by Nichole Williamson, Alpine County, to approve the Position Allocations and Salary Schedule for fiscal year 2024-25.

Seconded by Neal Lopez, Del Norte County.

Motion carried with 10 Ayes and 2 Absences.

AYES: Alpine, Colusa, Del Norte, Lassen, Modoc, Plumas, Sierra, Sutter, Tehama, Trinity.

NOES: None

Absent: Mono and San Benito.

**20. Underwriting Policy Review:**

Andrew presented an overview of the Underwriting Policy. Per the requirements to attain Accreditation with Excellence from the California Association of Joint Powers Authorities (CAJPA) the Trindel Board of Directors is required to review every three years but we believe it to be good practice to review and revise annually. Executive Director requested authorization to revise policy to require 10 years of loss history, or complete loss history under Section B. in the application process, and to also revise the last paragraph under Rate Setting/Funding Requirements to reflect our current pooling mechanism's which were not present at the time of creation of this policy. Discussed, and directed to revise then present to Board in future for additional consideration.

**21. Conflict of Interest Code Review:**

Charles presented the bi-annual review of the Conflict-of-Interest Code. As required by the California Fair Political Practices Commission (FPPC) the Board of Directors is required to review this every other year. We will be adding general counsel as a reportable reportable contractor, and it will be submitted to the FPPC by October. The Board discussed and agree with presentation.

## **22. Trindel Vehicle Use and Driving Policy:**

Andrew presented the Trindel Vehicle Use and Driving Policy. Trindel has a wide service area throughout rural California that requires a significant amount of travel in Trindel owned vehicles, as well as privately owned vehicles being used on official Trindel business. The policy delineates when a Trindel vehicle can be used and for what purpose in addition to outlining the procedure for using privately owned vehicles for official use, and who authorized drivers as well as passengers are with the aim of reducing potential liability for the agency. The policy also establishes privately owned vehicle, and insurance, requirements that would allow the use of a privately owned vehicle, and outlines the requirement to have the appropriate licensing to use either type of vehicles on official duty. The policy further establishes guidelines for travel reimbursements with specific parameters, and outlines the responsibility of the Executive Director, Department Heads, and employees. The policy outlines the process for selection and screening of applicants' eligibility to operate vehicles for official use, employee driver performance monitoring, new employee orientation, and procedures for incident reporting. Incorporation of this policy included in new hire orientations. Board advised to add language to reflect allowance for out-of-state driving, and reimbursement for safest and most efficient route.

Motion by Travis Goings, Plumas County, to approve the Trindel Vehicle Use and Driving Policy.

Seconded by Gabriel Hydrick, Tehama County.

Motion carried with 10 Ayes and 2 Absences.

AYES: Alpine, Colusa, Del Norte, Lassen, Modoc, Plumas, Sierra, Sutter, Tehama, Trinity.

NOES: None

Absent: Mono and San Benito.

## **23. Trindel Electronic Resources Policy:**

Andrew presented the Trindel Electronic Resources Policy. Background information provided as Cyber-attacks are on the rise and public entities are particularly susceptible to attack. Trindel has a significant amount of proprietary information, financial assets, and personal information that is accessible with technological resources. We contract with an IT Administrator who maintains of IT infrastructure, and also acts as our IT Security provider but as it has been proven time and time again that the biggest cyber risk is related to the activities of employees using company technological resources. In an effort to help prevent

cyber and other related losses we provide ongoing training, and have adopted an Electronic Resources policy that outlines certain parameters to protect the agency. The revised policy is updated with new formatting, simplified accurate language, modern interpretations, and rules, enhanced organization, and updates from SHRM. The purpose of this policy is to outline the parameters for use of Trindel provided resources, authorized access, software download, anti-harassment and appropriate conduct, use of social media, requirements to follow existing policies, requirement for honesty and accuracy if posting information or news, not posting proprietary information, and restriction from use at work in addition to provision related to contacts with the media. The Board directed the HR Ad Hoc Committee to provide Trindel with an acknowledgement form that all employees are to sign attesting to their responsibility to abide by policy.

Motion by Richard Egan, Lassen County, to approve the Trindel Electronic Resources Policy.

Seconded by Kaline Moore, Colusa County.

Motion carried with 10 Ayes and 2 Absences.

AYES: Alpine, Colusa, Del Norte, Lassen, Modoc, Plumas, Sierra, Sutter, Tehama, Trinity.

NOES: None

Absent: Mono and San Benito.

#### **24. Trindel Credit Card Policy:**

Andrew presented to Board Members for consideration and to adopt amendment of the Trindel Credit Card Policy. Additional mention of the 2022 the Board of Directors adopted Trindel's first credit card policy in collaboration with the agencies use of the US Bank Cal-Card. Overall the policy has worked out well, and the use of the Cal-Card has resulted in obtaining rebates up to \$2,000 a year. Based on feedback from individual board members, employees, and County personnel, we have amended the policy to clearly define prohibited personal expenses typically associated with Trindel's hosting of an event or meeting. This revision clearly delineates the prohibition of purchases for private guests at Trindel events while allowing the agency to purchase incidental meals, lodging, and registration expenses for contractors engaged in conducting official business on behalf of, or with Trindel, or a member County. This is specified in detail in Appendix 1 of the revised policy. Board directed staff to incorporate a provision prohibiting the purchase of formal education while still making allowance for training, continuing education related to professional licensing, and professional designations.

Motion by Chester Robertson, Modoc County, to approve the amendment of the Trindel Credit Card Policy.

Seconded by Nichole Williamson, Alpine County.

Motion carried with 10 Ayes and 2 Absences.

AYES: Alpine, Colusa, Del Norte, Lassen, Modoc, Plumas, Sierra, Sutter, Tehama, Trinity.

NOES: None

Absent: Mono and San Benito.

**25. Review of Member Satisfaction Survey:**

Andrew presented a review of the member satisfaction survey results for Administration, Property and Liability, Workers' Compensation, and Risk Control Departments.

No action taken.

**26. Performance evaluations of contractors:**

Andrew presented a list of all contractors that Trindel engages with in the Administration, Risk Control, Property and Liability, and Workers' Compensation departments.

Adjournment of Board of Directors Regular Meeting at 4:00 p.m.

### **Closed Session**

**27. Executive Director Evaluation of Performance:** Pursuant to CA Gov. Code section 54957.

**28. Report out of Closed Session:**

Nothing to report.

**29. Adjournment:** 4:45pm

*Disability Access: The meeting room is wheelchair accessible and disabled parking is available at the meeting location. If you are a person with a disability and you need disability-related modification or accommodations to participate in this meeting, please contact the Executive Director at (phone) 530-623-2322, (fax) 530-623-5019 or (email) afischer@trindel.org. Requests for such modifications or accommodations must be made at least two full business days before the start of the meeting.*