

# Tuolumne Joint Powers Authority

Our mission is to protect member resources and strive to maintain a safe and healthy school workplace.



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## Board Meeting Minutes

April 11, 2024

9:00 a.m.

Sonora Union High School District

District Office Board Room

100 School Street

Sonora, CA 95370

*This meeting was conducted by teleconference with Tuolumne JPA Board Members Ken Burkhart and Jana Hanak, at Alpine County Unified School District, 43 Hawkside, Markleeville, CA 96120*

### In Attendance:

Carmel Portillo, Belleview School

Jennifer Shimer, Big Oak Flat/Groveland

Scott Nanik, Bret Harte UHSD

Claudia Davis, Calaveras COE

Kathy Griggs, Calaveras USD

Nicolas Wade, Columbia USD

Kristin Lopez, Curtis Creek School

Contessa Pelfrey, Jamestown School

Eric Griffin, Mark Twain UESD

Stephanie Shatto, Sonora Elementary

Ed Pelfrey, Sonora UHSD

Jeff Winfield, Soulsbyville SD

Isabel Valadez, Soulsbyville SD

Ben Howell, Summerville Elementary

Michael Merrill, Summerville UHSD

Cindy Jensen, Summerville UHSD

Zack Abernathy, Tuolumne County SOS

Lisa Rico, Tuolumne County SOS

Gabe Wingo, Twain Harte School

Tom Hoskins, Vallecito USD

Also in attendance in person were: Mark Stokes and Jennet Horder from ABD-Newfront; Norma Wallace and Jean Wolfgang from the Tuolumne JPA. In attendance via Zoom were: Ziruo Wang from AON; Amber Davis and Marci Oyler from LWP; Kerri Jones from SISC.

### 1.0 Call to Order

Zack Abernathy called the meeting to order at 9:03

### 2.0 Pledge

Zack Abernathy led the Pledge of Allegiance.

### 3.0 Introductions

Board Members and guests introduced themselves.

### 4.0 Adoption of Agenda – *Items to be added or deleted according to G.C. 54954.2*

The Agenda was adopted unanimously, as presented, with a roll vote, after a motion from Michael Merrill and a second from Scott Nanik.

### 5.0 Adoption of Minutes

#### 5.1 Tuolumne JPA Committee Meeting, January 11, 2024

#### 5.2 Tuolumne JPA Board Meeting, February 8, 2024

All meeting minutes were adopted unanimously, with a roll call vote, after a motion from Ben Howell and a second from Tom Hoskins.

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## 6.0 Public Comment

There were no public comments.

## 7.0 Closed Session – G.C. 54956.95

The meeting adjourned to closed session at 9:07 a.m. and returned to open session at 9:36 a.m.

### 7.1 Workers' Compensation Claim Settlements

<u>District</u>	<u>Claim Number</u>
Calaveras Unified	SAC0000177843, 1833200088, 2433200036
Curtis Creek Elementary	2233200158
Soulsbyville School District	2133200004

All claims were settled unanimously as recommended.

### 7.2 Workers' Compensation Injury Summary Report

Norma Wallace discussed the Workers' Compensation Settlement Claims from January 1-April 4, 2024 and the Open Claims Inventory. No Action taken, information only.

### 7.3 Property & Liability Claims

Norma Wallace discussed Property & Liability Claims with the Board. No Action taken, information only.

## 8.0 Presentations

### 8.1 Acceptable Use and Workplace Technology

Tuolumne County Superintendent of Schools, IT Division Director II, Troy Ashton presented Acceptable Use and Workplace Technology.

### 8.2 ABD/New Front State of the Market

Mark Stokes and Jennet Horder from ABD/Newfront presented the Workers' Compensation State of the Market.

## 9.0 Action Items

### 9.1 Presentation and Adoption of the December 31, 2023 Workers' Compensation Actuarial Study

Ziruo Wang from Aon presented the December 31, 2023 Workers' Compensation Actuarial Study. The December 31, 2023 Workers' Compensation Actuarial Study as adopted unanimously as presented, with a roll call vote, after a motion from Nicolas Wade and a second from Ben Howell.

### 9.2 Approval of 2023-2024 2<sup>nd</sup> Interim Administrative Costs

Norma Wallace presented the 2023-2024 2<sup>nd</sup> Interim Administrative Costs. The 2023-2024 2<sup>nd</sup> Interim Administrative Costs were approved unanimously, with a roll call vote, after a motion from Claudia Davis and a second from Scott Nanik.

### 9.3 Adoption of Tuolumne JPA Financial Reports through January 31, 2024

Norma Wallace presented the Tuolumne JPA Financial Reports through January 31, 2024. The Tuolumne JPA Financial Reports through January 31, 2023 were adopted unanimously as

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presented and recommended by the Tuolumne JPA Committee, with a roll call vote, after a motion from Jeff Winfield and a second from Ed Pelfrey.

## **9.4 Approval of 2024-2025 Preliminary Workers' Compensation Rates**

Norma Wallace presented the 2024-2025 Preliminary Workers' Compensation Rates. The 2024-2025 Preliminary Workers' Compensation Rates were adopted unanimously as presented, with a roll call vote, after a motion from Nicolas Wade and a second from Stephanie Shatto.

## **9.5 Approval of Tuolumne JPA Investment Policy – Review**

Norma Wallace presented the Tuolumne JPA Investment Policy – Review. The Tuolumne JPA Investment Policy – Review with no changes was adopted unanimously as presented and recommended by the Tuolumne JPA Committee, with a roll call vote, after a motion from Scott Nanik and a second from Nicolas Wade.

## **9.6 Approval of Tuolumne JPA Underwriting Policy**

Norma Wallace presented the Tuolumne JPA Underwriting Policy. The Tuolumne JPA Underwriting Policy was adopted unanimously as presented and recommended by the Tuolumne JPA Committee, with a roll call vote, after a motion from Claudia Davis and a second from Nicolas Wade.

## **9.7 Approval of Tuolumne JPA Agreement & Bylaws - Revised**

Norma Wallace presented the Tuolumne JPA Agreement & Bylaws – Revised. The Tuolumne JPA Agreement & Bylaws – Revised was adopted unanimously as presented and recommended by the Tuolumne JPA Committee, with a roll call vote, after a motion from Nicolas Wade and a second from Ben Howell.

## **9.8 Approval of Public School Works Contract July 1, 2024 – June 30, 2027**

Norma Wallace discussed the Public School Works Contract July 1, 2024 – June 30, 2027. The Public School Works Contract July 1, 2024 – June 30, 2027 was approved unanimously as presented and recommended by the Tuolumne JPA Committee, with a roll call vote, after a motion from Ken Burkhart and a second from Tom Hoskins.

## **9.9 Approval of ABD Contract February 1, 2024 – January 31, 2027 - Revised**

Norma Wallace discussed the ABD Contract February 1, 2024 – January 31, 2027 – Revised. The ABD Contract February 1, 2024 – January 31, 2027 - Revised was approved unanimously as presented and recommended by the Tuolumne JPA Committee, with a roll call vote, after a motion from Claudia Davis and a second from Ben Howell.

## **9.10 Approval of LWP Contract July 1, 2024 – June 30, 2029**

Norma Wallace discussed the LWP Contract July 1, 2024 – June 30, 2029. The LWP Contract July 1, 2024 – June 30, 2029 was approved unanimously as presented and recommended by the Tuolumne JPA Committee, with a roll call vote, after a motion from Claudia Davis and a second from Tom Hoskins.

## **9.11 Approval of Company Nurse Contract July 1, 2024 – June 30, 2027**

Norma Wallace discussed the Company Nurse Contract July 1, 2024 – June 30, 2027. The

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Company Nurse Contract July 1, 2024 – June 30, 2027 was approved unanimously as presented and recommended by the Tuolumne JPA Committee, with a roll call vote, after a motion from Ken Burkhart and a second from Ed Pelfrey.

## **9.12 Approval of Sampson & Sampson LLP Contract June 2025 – June 2027**

Norma Wallace discussed the Sampson & Sampson LLP Contract June 2025 – June 2027. The Sampson & Sampson LLP Contract June 2025 – June 2027 was approved unanimously as presented and recommended by the Tuolumne JPA Committee, with a roll call vote, after a motion from Scott Nanik and a second from Tom Hoskins.

## **9.13 Approval of Safety National Excess Insurance Contract July 1, 2024 – June 30, 2025**

Norma Wallace discussed the Safety National Excess Insurance Contract July 1, 2024 – June 30, 2025. The Safety National Excess Insurance Contract July 1, 2024 – June 30, 2025 (for one year) was approved unanimously as presented and recommended by the Tuolumne JPA Committee, with a roll call vote, after a motion from Ken Burkhart and a second from Kristen Lopez.

## **9.14 Presentation 2023-2024 Facility Inspections**

Kerri Jones from SISC discussed the 2023-2024 Facility Inspections. She noted areas of concern were chemicals in student areas, appliances not approved through district, non-commercial furniture, overhead storage, and playground surfacing.

## **9.15 Approval of Tuolumne JPA 2023-2024 Facility Inspection Awards**

Norma Wallace presented the Tuolumne 2023-2024 Facility Inspection Awards. Twain Harte, Curtis Creek, Calaveras USD, Bret Harte and Tuolumne County Superintendent of Schools will each receive an award plaque and \$4,000. The Tuolumne 2023-2024 Facility Inspection Awards were approved unanimously as presented, with a roll call vote, after a motion from Nicolas Wade and a second from Ed Pelfrey.

## **9.16 Approval of Annual Document Destruction – 2024-2025**

Norma Wallace presented the Annual Document Destruction List –2024-2025  
The Board approved of destroying the documents noted in the packet per the Tuolumne JPA records retention schedule unanimously as presented, with a roll call vote after a motion from Claudia Davis and a second from Stephanie Shatto.

## **10.0 Information Items**

### **10.1 SELF AB 218 Update**

Norma Wallace discussed SELF AB 218. Members received SELF AB 218 memo and an estimated invoice for districts to budget for 24-25. Self advises the amounts should be budgeted annually until the AB 218 claims have resolved.

### **10.2 ATV Use**

Norma Wallace discussed ATV use at District sites. If districts allow ATV's, riders must take the PSW training. Districts will need to check with DMV for registration requirements. If an ATV is registered with DMV they will need to be added to vehicle database. If not registered with DMV, the ATV will be covered under the district's property insurance.

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## **10.3 Monsanto Weedkiller Lawsuit**

The JPA Committee recommends prohibiting the use of Round-Up, and other products that contain glyphosate, at district sites. A policy will be presented to the JPA Committee at the April 25 meeting.

## **10.4 2024-2025 Tuolumne JPA Contracted Services**

Norma Wallace discussed the 2024-2025 Tuolumne JPA Contracted Services.

## **10.5 2024-2025 ABD Letter**

Norma Wallace discussed the 2024-2025 ABD Letter. This letter confirms that ABD does not receive any additional compensation. The only revenue they receive is the agreed upon broker fee.

## **10.6 2023-2024 Tuolumne JPA Calendar – Update**

Norma Wallace presented the 2023-2024 Tuolumne JPA Calendar – Update. The REMS Workshop has been added. She reminded members to invite their staff and local law enforcement and fire department.

## **10.7 2023-2024 Tuolumne JPA Training Date Reminders**

Norma Wallace reminded members of the aerial lift/forklift trainings on June 10.

## **11.0 Requests/Correspondence**

Requests/Correspondence of interest were shared by Norma Wallace.

1. CPRA – Mike Merrill shared information for a CPRA. It was recommended to provide the information requested for 23-24.
2. AI – Nicolas Wade discussed putting together an AI workshop for the JPA Districts. The workshop would include a panel with; legal, educators, and a policy writer. Norma Wallace will send out a poll to districts for dates.

## **12.0 Comments from Board Members**

No comments from the board.

## **13.0 Adjournment**

The Meeting adjourned at 11:56 a.m.

Next Regular Board Meeting of the Tuolumne Joint Powers Authority

Thursday, May 9, 2024 at 9:00 a.m

Greenhorn Creek Resort

711 McCauley Ranch Rd.

Angels Camp, CA 95222

Respectfully Submitted,

Scott Nanik  
Tuolumne JPA Secretary

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