



**CHINO BASIN
DESALTER
AUTHORITY**

**Meeting of the
Finance Committee
of the Board of Directors**

February 15, 2018 • 2:00 p.m.

2151 S. Haven Avenue, Suite 202
Ontario, CA 91761 • (909) 218-3230

**FINANCE COMMITTEE OF THE
BOARD OF DIRECTORS**

CHINO BASIN DESALTER AUTHORITY

**February 15, 2018
2:00 p.m.**

**Chino Basin Desalter Authority
2151 S. Haven Avenue, Suite 202
Ontario, CA 91761**

*All documents available for public review are on file with the Authority's secretary
located at 2151 S. Haven, Suite 202, Ontario, CA 91761.*

AGENDA

CALL TO ORDER

PUBLIC COMMENT

Members of the public may address the Board on any item that is within the jurisdiction of the Board; however, no action may be taken on any item not appearing on the agenda unless the action is otherwise authorized by Subdivision (b) of Section 54954.2 of the Government Code. Those persons wishing to address the Board on any matter, whether or not it appears on the agenda, are requested to complete and submit to the Board Secretary a "Request to Speak" form which is available on the table in the Board Room. Comments will be limited to five minutes per speaker.

ADDITIONS TO THE AGENDA

In accordance with Section 54954.2 of the Government Code (Brown Act), additions to the agenda require two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted.

ACTION ITEMS

- 1. MINUTES OF JANUARY 18, 2018 FINANCE COMMITTEE MEETING**
- 2. ACWA/JPIA LIABILITY, PROPERTY, AND WORKERS' COMPENSATION INSURANCE**
Report by: Michael Chung, CDA CFO/Treasurer

Staff Recommendation:

1. Approve Resolution 2018-04 to direct staff to participate in ACWA/JPIA Liability, Property, and Workers' Compensation insurance programs;
2. Approve Resolution 2018-05, to authorize General Manager/CEO or CFO/Treasurer to make application to the Director of Industrial Relations, State of California, for a Certificate of Consent to Self Insure workers' compensation liabilities

INFORMATION ITEMS

3. **MONTHLY CREDIT CARD ACTIVITY REPORT FOR DECEMBER 2017**
Report by: Michael Chung, CDA CFO/Treasurer

COMMITTEE MEMBER COMMENTS

STAFF COMMENTS

CDA CFO/Treasurer
CDA General Manager/CEO

ADJOURN

Declaration of Posting

I, Casey Costa, Executive Assistant to the Chino Basin Desalter Authority, hereby certify that a copy of this agenda has been posted by 2:00 p.m. at the Chino Basin Desalter Authority's main office, 2151 S. Haven Ave., Ontario, CA on Monday, February 12, 2018.

Casey Costa, Executive Assistant



Finance Committee Meeting

Agenda Item

No. 1

**MEETING OF THE FINANCE COMMITTEE
OF THE BOARD OF DIRECTORS OF THE
CHINO BASIN DESALTER AUTHORITY**

**MINUTES
January 18, 2018**

The Meeting of the Finance Committee of the Chino Basin Desalter Authority (CDA) was held at the CDA Administrative Offices, 2151 S. Haven Avenue, Suite 202, Ontario, CA, on the above date.

The meeting was called to order at 2:00 p.m.

COMMITTEE MEMBERS PRESENT

Tom Haughey, City of Chino
Peter Rogers, City of Chino Hills
Todd Corbin, Jurupa Community Services District

COMMITTEE MEMBERS ABSENT

None

OTHERS PRESENT

Curtis Paxton, CDA General Manager/CEO
Michael Chung, CDA CFO/Treasurer
Jose Garcia, CDA Principal Accountant
Todd Minten, CDA Operations Manager
Casey Costa, CDA Executive Assistant
Rod LeMond, Western Municipal Water District
Sam Gershon, Webb Associates

PUBLIC COMMENT

There were no comments from the public.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

ACTION ITEMS

1. MINUTES OF DECEMBER 14, 2017 FINANCE COMMITTEE MEETING

Motion: It was moved by Haughey/Chino, seconded by Director Rogers/Chino Hills, and carried unanimously to approve Action Item 1.

INFORMATION ITEMS

2. MONTHLY CREDIT CARD ACTIVITY REPORT FOR NOVEMBER 2017

Report by: Michael Chung, CDA CFO/Treasurer

Treasurer Chung reviewed Information Item 2. There were no comments or questions.

CLOSED SESSION

3. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(D)(2)

(ONE POTENTIAL CASE)

The Committee recessed into Closed Session at 2:03 p.m. and reconvened at 2:22 p.m.

There was no reportable action.

COMMITTEE MEMBER COMMENTS

There were no comments.

STAFF COMMENTS

There were no comments.

ADJOURN

There being no further business the meeting was adjourned at 2:24 p.m.



Finance Committee Meeting

Agenda Item

No. 2



SUBJECT: ACWA/JPIA LIABILITY, PROPERTY, AND WORKERS' COMPENSATION INSURANCE

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Approve Resolution 2018-04 to direct staff to participate in ACWA/JPIA Liability, Property, and Workers' Compensation insurance programs;
2. Approve Resolution 2018-05, to authorize General Manager/CEO or CFO/Treasurer to make application to the Director of Industrial Relations, State of California, for a Certificate of Consent to Self Insure workers' compensation liabilities

BACKGROUND:

On January 5, 2017, the Board adopted Resolution 2017-01 consenting to CDA's participation in ACWA/JPIA Health Insurance program. The new Resolution allows staff to continue to explore any potential cost savings in the other insurance programs, offered by ACWA/JPIA.

For workers' compensation insurance, CDA needs to make an application to the State for California, for a certificate of consent to Self Insure, with a separately adopted resolution.

Currently, CDA is covered for General Liability and Property/Casualty insurance purchased through Special District Risk Management Authority (SDRMA). Coverage for Workers' Compensation Insurance is purchased through State Compensation Insurance Fund.

This agenda item was reviewed/approved by the Finance Committee on February 15, 2018.

IMPACT ON BUDGET:

There is no impact on current fiscal year's budget.

Prepared by: Michael Chung, CDA CFO/Treasurer

Board of Directors: Approved Continued Denied

CDA GM/CEO Acknowledgement: _____ **Date:** _____

RESOLUTION NO. 2018-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF CHINO BASIN DESALTER AUTHORITY CONSENTING TO ENTER THE JOINT PROTECTION PROGRAMS OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES/JOINT POWERS INSURANCE AUTHORITY

WHEREAS, pursuant to the provisions of Section 990, 990.4, 990.8, and 6500 of the Government Code, Chino Basin Desalter Authority (CDA) wishes to enter into an agreement with various other districts entitled "Joint Powers Agreement: Creating the Association of California Water Agencies/Joint Powers Insurance Authority" (the Authority), for the purpose of participating in the Joint Powers Insurance Authority created thereby, which since its formation has provided for and administered joint protection programs as more fully set forth in said agreement; and

WHEREAS, said joint protection programs offer significant advantages to CDA in terms of cost, liability protection, property protection, workers' compensation protection, and services, and entering such programs, on the conditions hereinafter set forth, appears to be in the best interest of the CDA.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Chino Basin Desalter Authority:

Section 1. That Chino Basin Desalter authority hereby consents pursuant to the above-mentioned Joint Powers Agreement, and the resolutions and policies enacted in implementation of such Agreement, to enter said joint protection programs.

Section 2. That CDA hereby elects to join the Liability, Property, and Workers' Compensation Programs sponsored by the Authority.

Section 3. That CDA hereby selects \$5,000 as its Retrospective Allocation Point (RAP) for the first partial year of participation under the Authority's cost allocation formula for liability exclusive of Dam Failure Liability.

Section 4. That CDA hereby selects \$2,500 as its Retrospective Allocation Point (RAP) for the first partial year of participation under the Authority's cost allocation formula for workers' compensation liabilities.

Section 5. That the Treasurer of CDA is hereby authorized to pay to the ACWA/Joint Powers Insurance Authority its first deposit premium.

Section 6. That the Secretary of the Board of Directors of CDA is directed to certify a copy of this resolution and to forward the same resolution, the signed Joint Powers Agreement, and the JPIA deposit premium payment promptly by mail to the Association of California Water Agencies/Joint Powers Insurance Authority, P.O. Box 619082, Roseville, California, 95661, at which time coverage will commence the _____ day of _____, 20_____.

ADOPTED AND APPROVED this 1st day of March 2018.

Greg Newton
Chairperson

ATTEST:

Tom Haughey
Secretary

STATE OF CALIFORNIA)
)SS
COUNTY OF SAN BERNARDINO)

I, Tom Haughey, Secretary of the Chino Basin Desalter Authority, DO HEREBY CERTIFY that the foregoing Resolution No. 2018-04 was duly adopted by the Board of Directors on the 1st day of March, 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By:

Tom Haughey
Secretary

RESOLUTION NO 2018-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHINO BASIN DESALTER AUTHORITY AUTHORIZING APPLICATION TO THE DIRECTOR OF INDUSTRIAL RELATIONS, STATE OF CALIFORNIA FOR A CERTIFICATE OF CONSENT TO SELF INSURE WORKERS' COMPENSATION LIABILITIES

WHEREAS, at a meeting of the Board of Directors of the Chino Basin Desalter Authority, formed on September 25, 2001 as a Joint Powers Authority under the laws of the State of California, the following resolution was adopted:

NOW, THEREFORE, BE IT RESOLVED that the General Manager/CEO or CFO/Treasurer be authorized and empowered to make application to the Director of Industrial Relations, State of California, for a Certificate of Consent to Self Insure workers' compensation liabilities on behalf of Chino Basin Desalter Authority and to execute any and all documents required for such application.

This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 1st day of March 2018.

Greg Newton
Chairperson

ATTEST:

Tom Haughey
Secretary

STATE OF CALIFORNIA)
)SS
COUNTY OF SAN BERNARDINO)

I, Tom Haughey, Secretary of the Chino Basin Desalter Authority, DO
HEREBY CERTIFY that the foregoing Resolution No. 2018-05 was duly adopted by the
Board of Directors on the 1st day of March, 2018, by the following vote:

AYES:

NOYES:

ABSTAIN:

ABSENT:

By:

Tom Haughey
Secretary

RESOLUTION NO 2018-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHINO BASIN DESALTER AUTHORITY AUTHORIZING APPLICATION TO THE DIRECTOR OF INDUSTRIAL RELATIONS, STATE OF CALIFORNIA FOR A CERTIFICATE OF CONSENT TO SELF INSURE WORKERS' COMPENSATION LIABILITIES

WHEREAS, at a meeting of the Board of Directors of the Chino Basin Desalter Authority, formed on September 25, 2001 as a Joint Powers Authority under the laws of the State of California, the following resolution was adopted:

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This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 1st day of March 2018.

Greg Newton
Chairperson

ATTEST:

Tom Haughey
Secretary

STATE OF CALIFORNIA)
)SS
COUNTY OF SAN BERNARDINO)

I, Tom Haughey, Secretary of the Chino Basin Desalter Authority, DO
HEREBY CERTIFY that the foregoing Resolution No. 2018-05 was duly adopted by the
Board of Directors on the 1st day of March, 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By:

Tom Haughey
Secretary



Finance Committee Meeting

Agenda Item

No. 3



SUBJECT: MONTHLY CREDIT CARD ACTIVITY REPORT FOR DECEMBER 2017

RECOMMENDATION:

It is recommended that the Committee review the attached credit card activity report for December 2017.

BACKGROUND:

This report covers the month of December 2017, for which there were \$368.25 in purchases.

IMPACT ON BUDGET:

The credit card expenditures were made against the adopted budget for FY17/18.

Prepared by: Michael Chung, CDA Principal Accountant

Page 1 of 1

Board of Directors: Approved Continued Denied

CDA GM/CEO Acknowledgement: _____ **Date:** _____



MONTHLY LOG OF CREDIT CARD TRANSACTIONS

Card No. xxxx xxxx xxxx 4738

Month: December 10, 2017 - January 9, 2018

* Please attach all **ORIGINAL** receipts for each transaction and proof of purchase if the charge is a Web purchase.

Cardholder's Name: Chino Basin Desalter/Curtis D. Paxton

Date	User Name	Site	Vendor	Description	Amount	Account # GL/JL
12/15/2017	Casey Costa	Chino I	Amazon.com	Kim Hotstart Engine Heater for Chino I Equipment	\$ 135.94	10-2-100-5210
10/26/2017	Casey Costa	Chino I	Signazon	Vinyl Safety Stickers for Chino I Equipment	\$ 232.31	10-2-100-5210
TOTAL RECEIPTS					\$ 368.25	
illed Amount on Credit Card Str					\$ 368.25	
Difference					\$ -	

Curtis D. Paxton

Authorized Signature: _____

Date: _____



CHINO BASIN DESALTER

WorldPoints

December 10, 2017 - January 09, 2018

Company Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$368.25
Minimum Payment Due \$368.25
Payment Due Date 02/05/18

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$0.00
Payments and Other Credits \$0.00
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$368.25
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$368.25
Credit Limit \$10,000
Credit Available \$9,631.75
Statement Closing Date 01/09/18
Days in Billing Cycle 31

Cardholder Activity Summary

Table with 7 columns: Account Number, Credit Limit, Total Activity, Payments and Other Credits, Balance Transfer Activity, Cash Advance Activity, Purchases and Other Charges, Fees Charged. Row 1: PAXTON, CURTIS D, 10,000, 368.25, 0.00, 0.00, 0.00, 368.25, 0.00

0285799 0036825 0036825

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

CHINO BASIN DESALTER
2151 S HAVEN AVE UNIT 202
ONTARIO, CA 91761-074252

Account Number:
December 10, 2017 - January 09, 2018

New Balance Total \$368.25
Minimum Payment Due \$368.25
Payment Due Date 02/05/18

Enter payment amount

\$ [input fields for payment amount]

Check here for a change of mailing address or phone numbers. Please provide all corrections on the reverse side.

Mail this coupon along with your check payable to: BUSINESS CARD, or make your payment online at www.bankofamerica.com

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
PAXTON, CURTIS D				
Account Number: 4883				
Purchases and Other Charges				
12/15	12/15	AMAZON MKTPLACE PMTS W WWW.AMAZON.COWA	55310207349083163484955	135.94
01/04	01/03	SIGNAZON.COM 214-2960022 TX	25265088004000018059756	232.31
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$368.25

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	22.49% V	\$0.00	\$0.00
CASH	25.49% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

Important Messages

Your credit card now has an added security feature. To learn more about EMV chip card technology, visit bankofamerica.com/businesschipcard.

YOUR AUTOMATIC PAYMENT IS SCHEDULED TO BE CREDITED TO THIS ACCOUNT ON 02/05/2018.

YOUR FINANCE CHARGES IN 2017 WERE \$109.30.

WorldPoints Rewards for Business™ Summary

Beginning Balance	718.69	Monthly Bonus	.00
Earned	368.25	Transferred In	.00
Redeemed	.00	Transferred Out	.00
Adjustments	.00	Ending Balance	1,086.94

Redeem your points for cash, gift cards and travel by calling 1.800.673.1044, or visit bankofamerica.com/business