

**Actions Required to Secure Membership in the
Special District Risk Management Authority
Property/Liability Program**

- Attachment One:** Adoption of A Resolution of the Board of Directors Approving the Form of and Authorizing the Execution of the Sixth Amended Joint Powers Agreement and Authorizing Participation in the Special District Risk Management Authority Property/Liability Program. Please note, the Board President/Chairperson or an Agency staff member with signature authorization must sign this document.
- Attachment Two:** Execution of the Sixth Amended Joint Powers Agreement Relating to the Special District Risk Management Authority. Please note, the Board President/Chairperson or an Agency staff member with signature authorization must sign this document.
- Attachment Three:** Completion of the Insurance Crime Application for SDRMA for employee and public officials' fidelity blanket bond. The General Manager or another financial administrative staff member should complete and sign this application.
- Attachment Four:** Please submit six years of detailed loss history including years 2009-2016. If six years are not available, please provide on Agency letterhead an explanation as to why the loss runs are not available and/or an indication of all known losses. If the Agency has no losses, please provide on Agency letterhead a "no known losses" letter indicating such for this six-year period (if required).
- Attachment Five:** Completion of California Special Districts Association (CSDA) Membership Application, including annual membership dues made payable to CSDA. Please refer to the membership dues schedule on the reverse side of the CSDA Membership Application.
- Attachment Six:** By-Laws of Special District Risk Management Authority. No action required as this item is for the Agency's review and file.

Please complete and return all items to:

Ellen Doughty or Wendy Tucker
Special District Risk Management Authority (SDRMA)
1112 "I" Street, Suite 300
Sacramento, California 95814

Premium and Payment Terms

Special District Risk Management Authority's property and liability program policy period for all accounts is July 1 through June 30. Upon receipt of the Agency's membership documents, SDRMA will forward a pro-rated invoice. Payments are due upon receipt of the invoice.

New Member Packet

Each member will receive a new member packet containing SDRMA membership contact information, claim forms and a certificate of coverage. Additionally, once the Agency's membership documents have been processed, a copy of the fully executed Sixth Amended and Restated Joint Powers Agreement will be forwarded for your files.

Loss Prevention Program

Upon securing membership in SDRMA, the Agency will be contacted by SDRMA's Safety and Loss Prevention staff to schedule a comprehensive on-site safety analysis by a certified safety professional, at no additional cost to the member. This value-added service is intended to take a proactive approach to loss prevention, claims education and management. Should you have any questions regarding our safety and loss prevention program, please contact our Chief Risk Officer Dennis Timoney at 800.537.7790.

Please do not hesitate to call Ellen Doughty or Wendy Tucker at 800.537.7790, should you have any additional questions. For more information regarding SDRMA services, please visit our website at www.sdrma.org.