



MAPLETON WATER DISTRICT
BOARD OF COMMISSIONERS
APPROVED SPECIAL MEETING MINUTES
5:00 PM SEPTEMBER 6, 2023

Board Members Present: Vanessa West, Julie Doran-Lee, Sharon Kelly, Art Donnelly and Nancy Pettibon

Others Present: Troy DeYoung (SDAO), Craig Zolezzi (Zolezzi Insurance Agency), Brent (SDAO), Jordan Walker

Meeting opened at 5:05 p.m.

Overview of Insurance Services for the District

Zolezzi explained that he is the main contact person for the district's insurance questions. If he cannot answer the district's questions, he will contact someone like DeYoung at Special Districts to get the answer. The district would contact Zolezzi if there was a change in required coverage. He said that he wanted to let the board know that he and Special District Insurance Services are the district's allies. He noted that the district had made progress in communication as he had trouble getting documents signed as recently as January.

DeYoung clarified how the board members are covered by the district policy. Board members are covered when acting as a board member. If a board member is helping at the plant, for instance, they would be acting as volunteers. If a board member is injured, they would be covered under the board member workers compensation policy so long as it is promptly reported.

DeYoung discussed how he is covered for liability and for non-owned vehicle use. He said steps can be taken to reduce the district exposure to these types of claims by performing their due diligence. An example would be to pull employees driving records. This would be included in any personnel policy. West noted that the district does have policies, but they are very old and would require updating.

Donnelly asked DeYoung about coverage for some recent losses. He was told that there would be no coverage for one and maybe some coverage for the other. DeYoung suggested that he work with Zolezzi to actually file a claim to know if there is coverage or not.

West said that she thought that SDIS was considering dropping the district's coverage. DeYoung said that dropping a district is rare. What SDIS is open communication and progress. West said that she was advised that there were certain issues that should be addressed without involving the district's insurance carrier. DeYoung said that he would prefer to be kept informed on the district's issues even if there was no coverage.

Donnelly posed a hypothetical situation. If a kid got into the plant and damaged the skid, would the district be covered? Zolezzi said that the district is covered for an event like that up to a certain amount. It would be considered vandalism.

DeYoung said that the board is covered when acting as board members. An exception would be if a board member slandered someone on the news and was not authorized to do so. They would be acting as an individual and SDIS would not cover their defense if they were sued for libel.

There was a discussion about steps the district has taken in regards to the recent cybersecurity intrusion. She explained that the district had hired a third-party to manage the district's network. DeYoung said



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that that was a good step forward and noted that the biggest cybersecurity vulnerability is always employees and other on the network.

DeYoung said that the fact the district does not have a general manager adds a layer of complexity. He recommended that the district reach out to SDAO's legal services for assistance in establishing employee management policies. West said that would probably be something Pettibon would do as chair of the administration committee.

Walker asked if there were waivers or something similar for volunteers. DeYoung said that volunteers are generally covered. He would provide the district with forms that would expressly state whether or not a volunteer is covered. He recommended that the district maintain a volunteer roster and keep the completed forms on file.

DeYoung recommended that employees participate in something the called Vector Solutions which is paid for by SDAO. It is a series of online classes that are meant to reduce risk to the district.

In terms of employee safety, DeYoung his priority is going to be labeling confined spaces and a lock out, tag out policy. His highest priority for the district is to establish employee policies.

DeYoung said that he would like to keep communication open and receive regular reports on progress on the discussed improvements. If the district has any questions, he recommended that Zolezzi be the primary contact.

Adjourned at 6:40 p.m.