



Policy No.:	P100-25-1	Type of Policy:	Board Business
Policy Title:	Risk Management for Agreements and Claims		
Policy Description:	Provides guidance for insurance requirements and claims management		
Approval Date:	4/1/2025	Last Review Date:	2025
Approval Resolution No.:	8-25	Next Review Date:	2029
Rescinded Resolution No.:	46-18	Rescinded Resolution Date:	9/18/2018

The purpose of this policy of the Board of Directors of the Dublin San Ramon Services District is to provide for the required types of insurance, limits of coverage, and other provisions for District agreements with contractors and consultants and to delegate authority for settlement or denial of liability claims:

Insurance in District Agreements with Contractors and Consultants

The District requires that all contractors and consultants have appropriate insurance in place before the District can do business with them. Current insurance coverage requirements include general liability, automobile liability, workers compensation, and other specialized policies as needed. Confirmation of appropriate insurance coverage protects the District against liabilities arising in the general course of business.

The District is a member of the California Sanitation Risk Management Authority (CSRMA), an association of wastewater agencies joined to protect member resources by providing broad coverage and quality risk management services that stabilize risk costs in a reliable, economical and beneficial manner. To that end, CSRMA has issued a Procedure Manual for the Insurance Requirements in Contracts (IRIC) which recommends the following to its member agencies:

- Establish minimum levels of coverage for different types of agreements in use; and
- Establish insurance types necessary for each agreement type; and
- Conform to CSRMA's suggested guidelines for best management practices.

The IRIC recommended requirements, insurance limits, and agreement terms shall inform the District's procurement and contracting procedures, standard agreements, standard specifications and similar documents routinely used by the District. District staff will generally follow the recommendations of CSRMA as set forth in their IRIC document (available at: www.csрма.org) to ensure best practice in the risk management arena.

When special circumstances present special, limited, or extraordinary risks, the Administrative Services Director, or designee, shall evaluate the need for additional or reduced levels of insurance coverage (including policies and/or amounts) and recommend coverage commensurate with the risk to the General Manager for approval.

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The General Manager is authorized and directed to make all necessary changes to conform the District's standard specifications, standard agreements, and the District's Purchasing Procedures to this policy.

Claims Management Authority

The General Manager, or designee, is authorized by the Board of Directors to settle or deny any claim covered by the CSRMA Liability Program, if deemed appropriate to do so by the General Manager after consultation with the Administrative Services Director and General Counsel, in which all of the following conditions are met:

1. The entire occurrence from which the claim arises has an aggregate settlement value of no more than \$100,000; and
2. An appropriate release of claims has been signed and returned to the District by the claimant; and
3. All CSRMA Liability Program procedures have been met, including consultation with CSRMA if required by the Liability Program procedures.

All claims with an aggregate settlement value of more than \$100,000 shall be reviewed by the Board for settlement or denial and shall be administered in accordance with the CSRMA Pooled Liability Program Manual.