

Sacramento Suburban Water District

Claims Processing Policy

Adopted: December 21, 2009
Approved with Changes on December 19, 2022

100.00 Purpose of the Policy

The purpose of this policy is to establish a claims handling process that complies with the Government Claims Act, Government Code sections 810 and following, and Ordinance 02-02 establishing local claims procedures for the Sacramento Suburban Water District (District). This process will be used by persons and entities that file claims seeking reimbursement from the District for damages incurred due to injuries to personal or real property, personal injuries, or breaches of contract alleged to be caused by District facilities or equipment, or its directors, officers, employees, or agents.

200.00 Policy

Pursuant to authority granted by the Government Claims Act and the County Water District Law, the District must take action on each claim made by a person or entity against the District for damages incurred as a result of injuries to personal or real property, personal injuries, or breaches of contract before the person or entity is permitted to file legal action on such claims. Under this Policy, the Board of Directors grants the General Manager, or his or her designee, the authority to review and to approve or reject a claim. In accordance with the policies of the District's risk pool, ACWA-JPIA, all claims involving bodily injury and all liability claims over \$25,000 must be reported to ACWA-JPIA for handling. The processing of all claims will be conducted in accordance with the Government Claims Act and Ordinance 02-02, including the time limits on claims processing and requirements for claims presentation. All claims will be presented as information to the Board of Directors at a regularly scheduled Board Meeting.

300.00 Authority and Responsibility

The General Manager, or designee, has the authority to approve or reject all claims. The Operations Manager has the responsibility to receive claim documentation and prepare an investigation report with recommendation for action to the General Manager. The General Manager shall adopt and implement appropriate procedures to carry out this Policy and report to the District Board of Directors at its next regular meeting on each claim.

400.00 Tender of Claims to Risk Pool or Insurer

Upon receipt of any claim, District staff will provide notice of the claim and all relevant documents to ACWA-JPIA or to any other risk pool or insurer from which the District may obtain any insurance coverage or indemnity for claims from time to time.

500.00 Policy Review

This Policy shall be reviewed at least biennially.