



Policy Number:	6080
Policy Title:	Processing of Claims

1. All claims against the District shall be brought to the attention of the Board of Directors.
2. Claims shall be handled on a case by case basis guided by ACWA/Joint Powers Insurance Authority policies and procedures in conformance with the California Government Codes.
3. Auto and general liability claims \$5,000 and above will automatically be sent to ACWA/Joint Powers Insurance Authority for handling.
4. Auto and general liability claims under \$5,000 will be settled on a case by case basis. Those claims where it is clear the District is at fault will be settled by the General Manager with a report of such action being made at the next regular Board meeting. Those claims where the District's liability is unclear will be sent to ACWA/Joint Powers Insurance Authority by the General Manager. Claims shall be submitted to the Board of Directors for action where it is clear the District is not liable.
5. All personal injury claims will immediately be transmitted to ACWA/Joint Powers Insurance Authority for handling.