

**TRI-PAR ESTATES PARK & RECREATION DISTRICT  
POLICY & PROCEDURE**

**ITEM 3.2.15           INSURANCE**

The Trustee whose assigned area of responsibility is INSURANCE shall have the responsibility and authority to manage the following operations, per Bylaws Article 5 and Procedure Item 3.1.

COVERAGES:

1. Assure that District maintains adequate coverages of property, liability, autos, Worker's Compensation, employee bond, and any other necessary coverages.
2. Get appraisal of insurance value for buildings once every three years.
3. Schedule a meeting with Insurance representative and the Board at a workshop once every three year to review coverages and receive any recommendations regarding insurance.

CLAIMS:

1. Process claims, maintain contact during investigation, adjustment and payment of claim.

ADMINISTRATION:

1. Maintain a good working relationship with insurance representatives so that requests for information, processing of claims, etc. are handled efficiently and timely.
2. Get competitive quotes for insurance every few years or whenever it seems advisable.
3. Review and approve the invoices covering premiums.

06/16/2015