



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES  
WEBEX MEETING  
June 11, 2020**

**MEMBERS PRESENT**

James Crawford, President, Campbell Union School District  
Eric Dill, Vice President, Santa Clara Unified School District  
Mike Mathiesen, Treasurer, Mountain View-Los Altos Union High School District  
Ron Lebs, Secretary, Metropolitan Education District  
Joshua Quitariano, Berryessa Union School District  
Delores Perley, Evergreen School District  
Randy Kenyon, Los Altos School District  
Rosemarie Pottage, Los Gatos-Saratoga Joint Union High School District  
Kelly Ng, Milpitas Unified School District  
Rebecca Westover, Mountain View Whisman School District

**MEMBERS ABSENT**

Sean Joyce, Lakeside Joint School District  
James Novak, Santa Clara County Office of Education

**GUESTS & CONSULTANTS**

Matt Gowan, Alliant Insurance Services  
Joan Crossley, Alliant Insurance Services  
Jenny Zraick, Gilbert Associates, Inc.

**A. CALL TO ORDER**

The meeting was called to order at 10:00 a.m.

**B. ROLL CALL**

The above-mentioned members were present constituting a quorum.

**C. APPROVAL OF AGENDA**

**A motion was made to approve the agenda as presented.**

<b>MOTION:</b> Mike Mathiesen	<b>SECOND:</b> Ron Lebs	<b>MOTION CARRIED</b>
<b>AYES:</b> 10	<b>NOES:</b> 0	<b>ABSENT:</b> 2
	<b>ABSTAIN:</b> 0	

**AYES:** Crawford, Dill, Mathiesen, Lebs, Quitariano, Perley, Kenyon, Pottage, Ng, Westover

**NAYS:** None

**ABSENT:** Joyce, Novak

**D. PUBLIC COMMENT**

There were no public comments.



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**E. CONSENT CALENDAR**

1. **Board of Directors Meeting Minutes – December 5, 2019**
2. **Financial Report for Quarter Ending March 31, 2020**
3. **Investment Report for Quarter Ending March 31, 2020**

**A motion was made to approve the items on the Consent Calendar as presented.**

**MOTION:** Ron Lebs                              **SECOND:** Mike Mathiesen              **MOTION CARRIED**  
**AYES:** 10                      **NOES:** 0                      **ABSTAIN:** 0                      **ABSENT:** 2

**AYES:** Crawford, Dill, Mathiesen, Lebs, Quitariano, Perley, Kenyon, Pottage, Ng, Westover  
**NAYS:** None  
**ABSENT:** Joyce, Novak

**F. FINANCIAL**

Mr. Matt Gowan said he will go through the budget which will address action items F.1., F.3, F.5, F.6, and F.8 of the agenda.

Mr. Gowan stated this is the hardest Liability and Property market that has been seen in 20 years. The Liability funding has increased by 28.5%. The funding amount is determined by the actuary. The Excess Liability coverage with CSAC EIA from \$250,000 to \$5 million is increasing by 20.2%. The Excess Liability coverage with SELF from \$5 million to \$55 million is increasing by 68.5% as SELF is being hard hit by AB 218 claims. The total Liability cost increased by 36.6% compared to last year.

The Property funding has increased by 3.6%. The funding amount is determined by the actuary. The Property rate increased by 22% plus an increase in total insured values caused the Property premium to increase by 26%. The total Property cost increased 20.8% compared to last year.

The Crime premium increased by 5%. The Deadly Weapon Response Program premium increased by 6%. The admin fees decreased by 12.8% because the Executive Committee decided to postpone the scheduled loss control of playground inspections.

The overall budget increased by 25.3% from last year.

**A motion was made approve items F.1 Excess Liability Renewal, F.3 Excess Property and Boiler & Machinery Renewal, F.5 Crime Policy Renewal, F.6 Deadly Weapon Response Policy Renewal and F.8 Revenue and Expense Budget for July 1, 2020-2021.**

**MOTION:** Eric Dill                              **SECOND:** Mike Mathiesen              **MOTION CARRIED**  
**AYES:** 10                      **NOES:** 0                      **ABSTAIN:** 0                      **ABSENT:** 2

**AYES:** Crawford, Dill, Mathiesen, Lebs, Quitariano, Perley, Kenyon, Pottage, Ng, Westover  
**NAYS:** None  
**ABSENT:** Joyce, Novak

*Approved 12/3/20*



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**2. Review and Adoption of Liability Memorandum of Coverage**

Ms. Joan Crossley said annually the Board adopts the Liability Memorandum of Coverage (MOC). There are two changes to the MOC. CSAC EIA is changing its name to Public Risk Innovation, Solutions, and Management (PRISM) so that name change has been made on the MOC. The other change is updating the policy period.

**A motion was made to approve the Liability Memorandum of Coverage for the period of July 1, 2020-2021 as presented.**

**MOTION:** Mike Mathiesen                      **SECOND:** Eric Dill                      **MOTION CARRIED**  
**AYES: 10**                      **NOES: 0**                      **ABSTAIN: 0**                      **ABSENT: 2**

**AYES:** Crawford, Dill, Mathiesen, Lebs, Quitoriano, Perley, Kenyon, Pottage, Ng, Westover  
**NAYS:** None  
**ABSENT:** Joyce, Novak

**4. Review and Adoption of Property Memorandum of Coverage**

Ms. Crossley said annually the Board adopts the Property Memorandum of Coverage. The only change is the policy period.

**A motion was made to approve the Property Memorandum of Coverage for the period of July 1, 2020-2021 as presented.**

**MOTION:** Ron Lebs                      **SECOND:** Mike Mathiesen                      **MOTION CARRIED**  
**AYES: 10**                      **NOES: 0**                      **ABSTAIN: 0**                      **ABSENT: 2**

**AYES:** Crawford, Dill, Mathiesen, Lebs, Quitoriano, Perley, Kenyon, Pottage, Ng, Westover  
**NAYS:** None  
**ABSENT:** Joyce, Novak

**7. CAJPA Tort Liability Data Analysis Project**

Ms. Crossley said California Association of Joint Powers Authorities (CAJPA) is conducting a statewide tort liability data analysis project. The data obtained from this project will be used to lobby legislators to reform the tort system for public entities in California. CAJPA is asking for financial support in the amount of \$5,000 for the project.

**A motion was made to approve sending \$5,000 to CAJPA in support of the Tort Liability Data Analysis Project.**

**MOTION:** Eric Dill                      **SECOND:** Mike Mathiesen                      **MOTION CARRIED**  
**AYES: 10**                      **NOES: 0**                      **ABSTAIN: 0**                      **ABSENT: 2**

**AYES:** Crawford, Dill, Mathiesen, Lebs, Quitoriano, Perley, Kenyon, Pottage, Ng, Westover  
*Approved 12/3/20*



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**NAYS:** None

**ABSENT:** Joyce, Novak

**9. SELF Assessment for AB 218 Claims Funding**

Mr. Gowan said SELF will be hit hard by AB 218 claims. SELF has already received 12 AB 218 claims going back to the 1980's. Every California school district, except for L.A. Unified, has been a member of SELF. SELF needs to charge an assessment to fund for AB 218 claims. SELF expects to collect the AB 218 assessment in three equal annual payments with the first invoice to be mailed in the fall of 2020.

**G. GENERAL ADMINISTRATION**

**1. SBASIA Election of Officers and Executive Committee**

Mr. Crawford presented the slate of officers recommended by the Executive Committee for the 2020-2021 program year. They are as follows:

President: Mr. Eric Dill, Santa Clara Unified School District  
Vice President: Ms. Delores Perley, Evergreen School District  
Treasurer: Mr. Mike Mathiesen, Mountain View-Los Altos Union High School District  
Secretary: Mr. Ron Lebs, Metropolitan Education District  
Member at Large: Ms. Wendy Zhang, Milpitas Unified School District

**A motion was made to elect the Officers and Executive Committee per the slate presented.**

**MOTION:** Mike Mathiesen      **SECOND:** Rosemarie Pottage      **MOTION CARRIED**  
**AYES: 10**                      **NOES: 0**                      **ABSTAIN: 0**                      **ABSENT: 2**

**AYES:** Crawford, Dill, Mathiesen, Lebs, Quitariano, Perley, Kenyon, Pottage, Ng, Westover

**NAYS:** None

**ABSENT:** Joyce, Novak

**2. Investment Authority**

Mr. Gowan stated that Government Code requires the delegation of the authority to invest or reinvest funds of SBASIA to the Treasurer. The delegation cannot exist beyond one year so the Board will need to authorize the delegation for the period of July 1, 2020 to June 30, 2021.

**A motion was made to adopt the Investment Authority as presented.**

**MOTION:** Rosemarie Pottage      **SECOND:** Ron Lebs                      **MOTION CARRIED**  
**AYES: 10**                      **NOES: 0**                      **ABSTAIN: 0**                      **ABSENT: 2**

**AYES:** Crawford, Dill, Mathiesen, Lebs, Quitariano, Perley, Kenyon, Pottage, Ng, Westover

**NAYS:** None

*Approved 12/3/20*



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**ABSENT:** Joyce, Novak

**3. Review of Investment Policy**

Mr. Gowan said that Government Code requires annual review of the Investment Policy. There have been no changes to the policy since it was adopted in 2003.

**A motion was made to adopt the Investment Policy as presented.**

**MOTION:** Rosemarie Pottage                      **SECOND:** Eric Dill                      **MOTION CARRIED**  
**AYES: 10**                      **NOES: 0**                      **ABSTAIN: 0**                      **ABSENT: 2**

**AYES:** Crawford, Dill, Mathiesen, Lebs, Quitoriano, Perley, Kenyon, Pottage, Ng, Westover  
**NAYS:** None  
**ABSENT:** Joyce, Novak

**4. Review of Conflict of Interest Code**

Mr. Gowan said that Government Code requires the Conflict of Interest Code to be reviewed and approved every even numbered year. There are no changes to the Conflict of Interest Code.

**A motion was made to adopt the Conflict of Interest Code as presented.**

**MOTION:** Mike Mathiesen                      **SECOND:** Rosemarie Pottage                      **MOTION CARRIED**  
**AYES: 10**                      **NOES: 0**                      **ABSTAIN: 0**                      **ABSENT: 2**

**AYES:** Crawford, Dill, Mathiesen, Lebs, Quitoriano, Perley, Kenyon, Pottage, Ng, Westover  
**NAYS:** None  
**ABSENT:** Joyce, Novak

**5. Resolution Establishing Meeting Dates for Fiscal Year 2020-2021**

Per Government Code, the Board should adopt a resolution establishing regular meeting dates for the fiscal year.

The following dates are proposed as Board meeting dates for the fiscal year 2020-2021:

December 3, 2020, 10:00 a.m.  
June 10, 2021, 10:00 a.m.

**A motion was made to adopt the 2020-2021 Board meeting dates as presented.**

**MOTION:** Ron Lebs                      **SECOND:** Eric Dill                      **MOTION CARRIED**  
**AYES: 10**                      **NOES: 0**                      **ABSTAIN: 0**                      **ABSENT: 2**

**AYES:** Crawford, Dill, Mathiesen, Lebs, Quitoriano, Perley, Kenyon, Pottage, Ng, Westover  
**NAYS:** None

*Approved 12/3/20*



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**ABSENT:** Joyce, Novak

**I. COMMENTS FOR THE GOOD OF THE ORDER**

There were no comments for the good of the order.

**ADJOURNMENT**

The meeting was adjourned at 10:49 a.m.

Reviewed and Approved by. \_\_\_\_\_

A handwritten signature in blue ink is written over a horizontal line. The signature is stylized and appears to be "Richard J. L.".

Date: December 3, 2020