



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY  
EXECUTIVE COMMITTEE MEETING MINUTES  
CAMPBELL, CALIFORNIA  
December 7, 2017**

**MEMBERS PRESENT**

James Crawford, President, Campbell Union School District  
Mark Allgire, Vice President, Santa Clara Unified School District  
Mike Mathiesen, Treasurer, Mountain View-Los Altos Union High School District  
Barbara Coats, Secretary, Santa Clara County Office of Education  
Nelly Yang, Member at Large, Evergreen School District

**MEMBERS ABSENT**

None

**GUESTS & CONSULTANTS**

Matt Gowan, Alliant Insurance Services  
Joan Crossley, Alliant Insurance Services  
Mark Davis, Davis & Young  
Terrie Norris, Bickmore  
Jennifer Zraick, Gilbert Associates, Inc.  
Eric Lucero, CSAC EIA

**A. CALL TO ORDER**

The meeting was called to order at 9:02 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.**

<b>MOTION:</b> Mike Mathiesen	<b>SECOND:</b> Mark Allgire	<b>MOTION CARRIED</b>
<b>AYES:</b> 5	<b>NOES:</b> 0	<b>ABSENT:</b> 0
	<b>ABSTAIN:</b> 0	

**AYES:** Crawford, Allgire, Mathiesen, Coats, Yang

**NAYS:** None

**ABSENT:** None

**D. PUBLIC COMMENT**

Ms. Barbara Coats announced her retirement at the end of December 2017.

**E. CONSENT CALENDAR**

- 1. Executive Committee Meeting Minutes – June 15, 2017**
- 2. Engagement Letter for SBASIA Actuarial Study as of 12/31/17**

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

*Approved 3/8/18*



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY  
EXECUTIVE COMMITTEE MEETING MINUTES  
CAMPBELL, CALIFORNIA  
December 7, 2017**

**MOTION:** Barbara Coats                      **SECOND:** Nelly Yang                      **MOTION CARRIED**  
**AYES: 4**                      **NOES: 0**                      **ABSTAIN: 1**                      **ABSENT: 0**

**AYES:** Crawford, Allgire, Coats, Yang  
**ABSTAIN:** Mathiesen  
**NAYS:** None  
**ABSENT:** None

**F. CLAIMS**

- 1. Closed Session Pursuant to Government Code Section 54956.95**
  - a. Jane Doe vs. Mountain View-Los Altos Union High School District**

The Executive Committee went into closed session at 9:10 a.m.

The Executive Committee returned from closed session at 9:35 a.m. Mr. James Crawford reported that the closed session item was discussed and appropriate action was taken.

**AYES:** Crawford, Allgire, Mathiesen, Coats, Yang  
**NAYS:** None  
**ABSENT:** None

- 2. Settlement Authority Request for Santa Clara Unified School District**

Mr. Matt Gowan said there was water damage to George Mayne Elementary School due to a water supply line that failed and caused flooding on August 14, 2017. The expenses include structural repairs and business income loss.

**A motion was made to approve the settlement authority request in the amount of \$195,771.21 for Santa Clara Unified School District.**

**MOTION:** Barbara Coats                      **SECOND:** Nelly Yang                      **MOTION CARRIED**  
**AYES: 4**                      **NOES: 0**                      **ABSTAIN: 1**                      **ABSENT: 0**

**AYES:** Crawford, Mathiesen, Coats, Yang  
**ABSTAIN:** Allgire  
**NAYS:** None  
**ABSENT:** None

**G. GENERAL ADMINISTRATION**

- 1. Property Appraisal**

Ms. Joan Crossley said property appraisals are recommended every five to seven years. The JPA had its last property appraisal performed in 2013 so it's coming up on five years. Ms. Crossley

*Approved 3/8/18*



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY  
EXECUTIVE COMMITTEE MEETING MINUTES  
CAMPBELL, CALIFORNIA  
December 7, 2017**

said the JPA waited seven years prior to the appraisal performed in 2013. Mr. Gowan noted that the property schedules are reviewed annually by the members and they are also trended annually for inflation using Marshall & Swift construction cost estimators. The Executive Committee said to budget having appraisals performed in the 2018-2019 fiscal year.

**2. Selection of Auditor for Fiscal Year Ending June 30, 2018**

Ms. Crossley said the JPA's three year contract with James Marta & Co. to perform the annual financial audit expires with the June 30, 2017 audit. The JPA can solicit a new contract with Mr. Marta or issue a Request for Proposal for Auditor.

**A motion was made to obtain a renewal contract for financial audit with James Marta & Co.**

<b>MOTION:</b> Nelly Yang	<b>SECOND:</b> Barbara Coats	<b>MOTION CARRIED</b>
<b>AYES:</b> 5	<b>NOES:</b> 0	<b>ABSENT:</b> 0
	<b>ABSTAIN:</b> 0	

**AYES:** Crawford, Allgire, Mathiesen, Coats, Yang  
**NAYS:** None  
**ABSENT:** None

**3. Review of Board Agenda Items**

Mr. Crawford said the audited financial shows the net position decreased from \$2.7 million to \$1.59 million. The JPA's target minimum surplus is \$2.5 million. Mr. Crawford said the JPA will need to look at ways to increase the surplus such as increasing the confidence level from the current 70%. Mr. Gowan said the JPA is having a new actuarial study performed in 2018 so the loss funding amount will probably increase based on recent claims activity. The Executive Committee asked about a way to find out sooner if there is a large increase in claims payments and reserves. Mr. Gowan said he will discuss with the claims administrator, Carl Warren & Co.

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

There were no comments for the good of the order.

**ADJOURNMENT**

The meeting was adjourned at 9:58 a.m.

Reviewed and Approved by: \_\_\_\_\_

Date: 3/8/18 \_\_\_\_\_