



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE**

LOCATION: Campbell Union School District
155 N. Third Street
Campbell, CA 95008

DATE / TIME: May 3, 2018
9:30 AM

A - Action
I - Information

1 - Included
2 - Hand Out
3 - Separate
4 - Verbal

Per Government Code 54954.2, persons requesting disability related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, are requested to contact Joan Crossley at Alliant Insurance at (916) 643-2708.

Documents and material relating to an open session agenda item that are provided to the SBASIA Executive Committee less than 72 hours prior to a regular meeting will be available for public inspection and copying at 2180 Harvard St, Suite 460, Sacramento, CA 95815.

Page

- A. CALL TO ORDER**
- B. ROLL CALL** **A 4**
- C. APPROVAL OF AGENDA** **A 1**
- D. PUBLIC COMMENT**
This time is reserved for members of the public to address the Executive Committee on matters of the SBASIA Executive Committee business.
- E. CONSENT CALENDAR** **A 1**
 - 1* **1. Executive Committee Meeting Minutes – March 8, 2018**
 - 2-6* **2. Financial Report for Quarter Ending March 31, 2018**
 - 7-12* **3. Investment Report for Quarter Ending December 31, 2017**
 - 13-14*



F. GENERAL ADMINISTRATION

- 15 **1. Loss Control-Liability and Property Safety Inspections on Interior of Buildings (all rooms) to include Chemical Inspection** A 2
Staff will present the proposals received to perform the inspections.
- 16 **2. Slate of Officers for June 14, 2018 Meeting** I 1
Staff will review the final slate of officers for the June Board of Directors meeting.

G. FINANCIAL

- 17 **1. Monitoring Changes in Claims Payments and Reserves** I 1
Mr. Brandon Schlenker of Carl Warren & Company will present an overview of claims with the most significant changes in total incurred over the last quarter.
- 18 **2. Preliminary Revenue and Expense Budget for July 1, 2018-2019** I 2
Staff will present an updated preliminary budget for the July 1, 2018-2019 program year.

H. COMMENTS FOR THE GOOD OF THE ORDER

ADJOURNMENT

The next Executive Committee Meeting is set for Thursday, June 14, 2018 at 9:00 a.m.
The Location will be at Campbell Union School District, 155 N. Third Street, Campbell, CA 95008.



Agenda Item E.1

CONSENT CALENDAR

ACTION ITEM

ISSUE: The Executive Committee should review the Consent Calendar and pull any items that need discussion. Otherwise, the Executive Committee should adopt the Consent Calendar as presented.

RECOMMENDATION: The Program Administrator recommends adoption of the Consent Calendar Items as presented.

FISCAL IMPACT: None.

BACKGROUND: The following items are placed on the Consent Calendar for adoption by the Executive Committee. The Executive Committee may accept the Consent Calendar as posted, or pull any item for discussion and a separate action will occur while accepting the remaining items.

1. **Executive Committee Meeting Minutes – March 8, 2018**
2. **Financial Report for Quarter Ending March 31, 2018**
3. **Investment Report for Quarter Ending December 31, 2017**

ATTACHMENTS: Executive Committee Meeting Minutes – March 8, 2018
Financial Report for Quarter Ending March 31, 2018
Investment Report for Quarter Ending December 31, 2017



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MINUTES
CAMPBELL, CALIFORNIA
March 8, 2018**

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
Nelly Yang, Member at Large, Evergreen School District

MEMBERS ABSENT

The position of Secretary is currently vacant.

GUESTS & CONSULTANTS

Matt Gowan, Alliant Insurance Services
Joan Crossley, Alliant Insurance Services
Kevin Wong, Gilbert Associates, Inc.
Rosemarie Pottage, Los Gatos-Saratoga Joint Union High School District

A. CALL TO ORDER

The meeting was called to order at 9:36 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.

| | | |
|-------------------------------|-----------------------------|-----------------------|
| MOTION: Mike Mathiesen | SECOND: Mark Allgire | MOTION CARRIED |
| AYES: 4 | NOES: 0 | ABSENT: 0 |
| | ABSTAIN: 0 | |

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

D. PUBLIC COMMENT

There were no comments from the public.

E. CONSENT CALENDAR

1. Executive Committee Meeting Minutes – December 7, 2017
2. Financial Report for Quarter Ending December 31, 2017

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



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MINUTES
CAMPBELL, CALIFORNIA
March 8, 2018**

MOTION: Mark Allgire SECOND: Mike Mathiesen MOTION CARRIED
AYES: 4 NOES: 0 ABSTAIN: 0 ABSENT: 0

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

F. GENERAL ADMINISTRATION

1. Financial Auditor Contract with James Marta & Co.

Ms. Joan Crossley said the contract with James Marta & Company for the annual financial audit expired on June 30, 2017. James Marta & Company offered a renewal contract for three years; the fee begins at \$13,035 and increases by 3.5% each year.

A motion was made to approve the financial auditor contract for the period of June 30, 2018 – June 30, 2020.

MOTION: Mark Allgire SECOND: Nelly Yang MOTION CARRIED
AYES: 4 NOES: 0 ABSTAIN: 0 ABSENT: 0

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

2. Electronic Bill Payments

Mr. Kevin Wong stated the current method for issuing checks is cumbersome. Checks are sent via UPS to the Treasurer which takes about two days. Then the Treasurer send the checks back via UPS adding another 2 days. Using electronic bill payments would streamline the process. Mr. Wong said Bill.com would be used. The JPA administrator would upload invoices, the accountant at Gilbert Associates would review the invoices and the Treasurer would receive an email that there's an invoice to approve online. Bill.com would issue an ACH payment to the vendor. Mr. Wong said there's a flat fee of \$29 per month plus transaction costs so he estimates the average monthly cost would be \$43.

A motion was made to approve electronic payments using Bill.com.

MOTION: Nelly Yang SECOND: Mike Mathiesen MOTION CARRIED
AYES: 4 NOES: 0 ABSTAIN: 0 ABSENT: 0

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



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MINUTES
CAMPBELL, CALIFORNIA
March 8, 2018**

3. Five Year Loss Control Plan – Year 2

Ms. Crossley said the JPA has a loss control plan with five loss control items that will take place over five years. The JPA completed the loss control item for Year 1. The next item for Year 2 is a loss control inspection of the interior of buildings to include all rooms and also include a chemical inspection. Mr. Mark Allgire suggested that the inspection include checking for lockdown devices that are not authorized by the DSA (Division of the State Architect). The Executive Committee asked that the RFP include a requirement that the reports issued by the inspector prioritize the hazards found by using low, medium and high. Ms. Crossley said she will issue a Request for Proposal that includes checking for lockdown devices and a prioritization of hazards.

4. JPA Mission Statement

Ms. Crossley said when the JPA was re-accredited with CAJPA, the CAJPA committee strongly recommended that a mission statement be adopted. Ms. Crossley said she created a draft mission statement which is included in the agenda for review. After discussion, the Executive Committee decided to adopt the draft mission statement.

A motion was made to adopt the JPA mission statement.

MOTION: Mark Allgire SECOND: Mike Mathiesen MOTION CARRIED
AYES: 4 NOES: 0 ABSTAIN: 0 ABSENT: 0

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

5. Litigation Management Policy

Ms. Crossley said the JPA has an approved attorney panel to handle litigation for JPA claims. In April 2012, the JPA increased the maximum hourly attorney rate from \$180 to \$200. The rate has remained the same since 2012. Ms. Crossley consulted with CSAC EIA and Carl Warren & Company about hourly attorney rates. CSAC EIA pays \$200-\$250 per hour. Carl Warren & Company said most JPAs they work with have a maximum hourly attorney rate of \$225.

A motion was made to increase the maximum hourly attorney rate to \$225 effective April 1, 2018.

MOTION: Mark Allgire SECOND: Mike Mathiesen MOTION CARRIED
AYES: 4 NOES: 0 ABSTAIN: 0 ABSENT: 0

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



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MINUTES
CAMPBELL, CALIFORNIA
March 8, 2018**

6. Slate of Officers for June 14, 2018 Meeting

This item was tabled until the next meeting.

G. FINANCIAL

1. Monitoring Changes in Claims Payments and Reserves

Ms. Crossley said the financial audit as of June 30, 2017 had an unexpectedly large increase in claims expense. Ms. Crossley handed out a report from Carl Warren & Company that tracks the changes in claims payments and reserves on a quarterly basis. Mr. Wong reviewed the changes in claims payments with the Executive Committee. Ms. Crossley asked for the Executive Committee's input as to whether this report would help in monitoring claims expense so there would be no surprises when the financial audit is issued. After discussion, the Executive Committee noted that most of the changes in payments and reserves are tied to just five claims. The Executive Committee recommended that Mr. Brandon Schlenker of Carl Warren & Company present a quarterly overview of the claims with the largest or most significant changes in total incurred.

2. Preliminary Revenue and Expense Budget for July 1, 2018 - 2019

Mr. Gowan presented the Preliminary Revenue and Expense budget for July 1, 2018-2019. The Liability funding, which is determined by the actuary, is increasing 31.8%. This takes into account the JPA's Liability loss history as well as the fact that schools in California have seen a large increase in sexual molestation settlements. The CSAC EIA Liability premium is estimated to increase by 19%. The SELF premium is estimated to increase by 10.5%. Staff distributed a handout showing the JPA's loss ratio is 379% in the \$25 million Liability insurance layer using claims for the last six years.

The Property funding, which is determined by the actuary, increased by 7.9%. The Property rate is estimated to remain flat; the Property renewal quote has not been received yet.

The overall budget is estimated to increase by 11.4% or approximately \$438,350.

The budget uses a 70% confidence level. The JPA is below its target surplus funding goal of \$2.5 million so the Executive Committee discussed whether the confidence level should be increased. After discussion, the Executive Committee decided to remain at the 70% confidence level and review again next year.

Staff distributed a handout of recommendations for sexual misconduct loss control that was created by CSAC EIA. The handout also lists webinar training related to sexual misconduct that is available for free through CSAC EIA TV. Ms. Crossley said she will email this information to the Board.



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MINUTES
CAMPBELL, CALIFORNIA
March 8, 2018**

H. COMMENTS FOR THE GOOD OF THE ORDER

There were no comments for the good of the order.

ADJOURNMENT

The meeting was adjourned at 11:05 a.m.

South Bay Area Schools Insurance Authority
Statement of Net Position
As of March 31, 2018 and March 31, 2017

| | Mar 31, '18 | Mar 31, '17 |
|----------------------------------|------------------------|------------------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| WFB - Santa Clara County | \$ 3,804,301.87 | \$ 3,760,308.38 |
| WFB - Transfer Account | 3,164.36 | 3,164.36 |
| B of A Claims Trust Account | 44,154.87 | 42,343.46 |
| B of A - General Checking | 1,011,122.24 | 1,159,063.24 |
| Total Checking/Savings | 4,862,743.34 | 4,964,879.44 |
| Accounts Receivable | | |
| Accounts Receivable | | |
| Claim Recovery Receivable | 660,167.42 | 493,094.39 |
| Claims Deductibles | 214,870.67 | 178,508.67 |
| Total Accounts Receivable | 875,038.09 | 671,603.06 |
| Total Accounts Receivable | 875,038.09 | 671,603.06 |
| Total Current Assets | 5,737,781.43 | 5,636,482.50 |
| Other Assets | | |
| Interest Receivable | - | - |
| Prepaid Expenses | | |
| Prepaid Contract Administration | 58,750.00 | 39,999.97 |
| Prepaid Excess Insurance | 597,402.20 | 595,825.47 |
| Total Prepaid Expenses | 656,152.20 | 635,825.44 |
| Total Other Assets | 656,152.20 | 635,825.44 |
| TOTAL ASSETS | \$ 6,393,933.63 | \$ 6,272,307.94 |

South Bay Area Schools Insurance Authority
Statement of Net Position
As of March 31, 2018 and March 31, 2017

| | <u>Mar 31, '18</u> | <u>Mar 31, '17</u> |
|---------------------------------|------------------------|------------------------|
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | \$ - | \$ 13,657.96 |
| Dividends Payable | - | - |
| Claims Reserves | <u>2,240,810.76</u> | <u>1,777,239.30</u> |
| Total Claims Reserves | 2,240,810.76 | 1,777,239.30 |
| Deferred Revenue | <u>959,679.33</u> | <u>870,542.23</u> |
| Total Current Liabilities | <u>3,200,490.09</u> | <u>2,661,439.49</u> |
| | | |
| Total Current Liabilities | 3,200,490.09 | 2,661,439.49 |
| | | |
| Long Term Liabilities | | |
| IBNR | <u>1,373,016.87</u> | <u>1,250,185.00</u> |
| Total IBNR | 1,373,016.87 | 1,250,185.00 |
| Unallocated Loss Adjustment | <u>349,000.00</u> | <u>289,000.00</u> |
| Total Long Term Liabilities | <u>1,722,016.87</u> | <u>1,539,185.00</u> |
| | | |
| Total Liabilities | <u>\$ 4,922,506.96</u> | <u>\$ 4,200,624.49</u> |
| | | |
| NET POSITION | | |
| Reserve for Shock Loss | 2,500,000.00 | 2,500,000.00 |
| Unrestricted Net Position | (903,445.25) | 254,734.21 |
| Net Revenue Over Expenditures | (125,128.08) | (683,050.76) |
| Total Net Position | <u>\$ 1,471,426.67</u> | <u>\$ 2,071,683.45</u> |

South Bay Area Schools Insurance Authority
Statement of Revenue, Expenses, and Changes in Net Position
For the Quarter and Year to Date Ended March 31, 2018 and March 31, 2017

| | <u>Jan '18 - Mar '18</u> | <u>Jul '17 - Mar '18</u> | <u>Jul '16 - Mar '17</u> |
|--|--------------------------|--------------------------|--------------------------|
| Revenue | | | |
| Member Contributions | | | |
| Liability Contributions | \$ 262,201.50 | \$ 786,604.50 | \$ 622,937.25 |
| Property Contributions | 334,562.25 | 1,003,686.75 | 1,025,239.50 |
| Crime Policy | 8,187.59 | 24,562.76 | 22,350.00 |
| Administration | 117,228.03 | 351,684.09 | 247,350.00 |
| Loss Funding | 237,499.97 | 712,499.92 | 693,750.03 |
| Member Contributions - Other | | | |
| Total Member Contributions | <u>959,679.34</u> | <u>2,879,038.02</u> | <u>2,611,626.78</u> |
| Interest Income | <u>12,272.16</u> | <u>34,868.71</u> | <u>17,343.87</u> |
| Total Income | <u>971,951.50</u> | <u>2,913,906.73</u> | <u>2,628,970.65</u> |
| Expense | | | |
| General & Administrative | | | |
| General Expenses | | | |
| Accounting Services | 6,000.00 | 18,000.00 | 23,500.00 |
| Accreditation Fee | - | - | - |
| Actuarial Study | - | 2,000.00 | - |
| Appraisal Services | - | - | - |
| Audit Expense - Financial | 2,095.00 | 16,095.00 | 12,350.00 |
| Bank Service Charges | - | 89.10 | 119.44 |
| Conference | - | - | - |
| Dues & Membership | - | 450.00 | 450.00 |
| Miscellaneous | - | - | - |
| Legal Expense - JPA | 5,832.00 | 11,592.00 | - |
| Loss Control | - | 181,312.50 | - |
| Supplies, Postage, Misc Expense | - | - | - |
| Website | 155.00 | 155.00 | 155.00 |
| Total Administration | <u>14,082.00</u> | <u>229,693.60</u> | <u>36,574.44</u> |
| Program Administration | | | |
| Claims Management Fees | 18,750.00 | 57,612.42 | 74,523.94 |
| Contract Administration | 40,000.00 | 120,000.00 | 120,000.03 |
| Total Program Administration | <u>58,750.00</u> | <u>177,612.42</u> | <u>194,523.97</u> |
| Total General and Administrative Expenses | <u>72,832.00</u> | <u>407,306.02</u> | <u>231,098.41</u> |
| Insurance Expense | | | |
| Excess Liability Policy | 143,806.50 | 433,317.15 | 307,075.50 |
| SELF Contributions | 110,845.94 | 332,537.82 | 301,431.20 |
| Excess Property Policy | 334,562.28 | 1,003,686.84 | 1,025,239.71 |
| Crime Policy | 8,187.50 | 24,562.50 | 22,350.06 |
| Total Insurance Expense | <u>597,402.22</u> | <u>1,794,104.31</u> | <u>1,656,096.47</u> |
| Claims Expenses | | | |
| Claims Payments | 545,514.06 | 889,965.38 | 1,225,695.31 |
| Claims Adjustment Account | (255,018.08) | (52,340.90) | 199,131.22 |
| Total Claims Expenses | <u>290,495.98</u> | <u>837,624.48</u> | <u>1,424,826.53</u> |
| Dividends | - | - | - |
| Total Expenses | <u>960,730.20</u> | <u>3,039,034.81</u> | <u>3,312,021.41</u> |
| Net Revenue Over (Under) Expenses | <u>\$ 11,221.30</u> | <u>\$ (125,128.08)</u> | <u>\$ (683,050.76)</u> |
| | | | |
| Net Postion, Beginning | | <u>\$ 1,596,554.75</u> | <u>\$ 2,754,734.21</u> |
| | | | |
| Net Position, Ending | | <u>\$ 1,471,426.67</u> | <u>\$ 2,071,683.45</u> |

South Bay Area Schools Insurance Authority
Statement of Revenues and Expenses - Budget vs. Actual
Year to Date Ended March 31, 2018

| | <u>Jul '17 - Mar '18</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|--------------------------|---------------------|------------------------|--------------------|
| Revenue | | | | |
| Member Contributions | | | | |
| Liability Contributions | \$ 786,604.50 | \$ 1,048,806.00 | \$ (262,201.50) | 75.0% |
| Property Contributions | 1,003,686.75 | 1,338,249.00 | (334,562.25) | 75.0% |
| Crime Policy | 24,562.76 | 32,750.00 | (8,187.24) | 75.0% |
| Administration | 351,684.09 | 468,912.00 | (117,227.91) | 75.0% |
| Loss Funding | 712,499.92 | 950,000.00 | (237,500.08) | 75.0% |
| Total Member Contributions | <u>2,879,038.02</u> | <u>3,838,717.00</u> | <u>(959,678.98)</u> | <u>75.0%</u> |
| Interest Income | 34,868.71 | - | 34,868.71 | 0.0% |
| Total Income | <u>2,913,906.73</u> | <u>3,838,717.00</u> | <u>(924,810.27)</u> | <u>75.9%</u> |
| Expense | | | | |
| General & Administrative | | | | |
| General Expenses | | | | |
| Accounting Services | 18,000.00 | 24,000.00 | (6,000.00) | 75.0% |
| Actuarial Study | 2,000.00 | 5,400.00 | (3,400.00) | 37.0% |
| Audit Expense - Financial | 16,095.00 | 12,595.00 | 3,500.00 | 127.8% |
| Bank Service Charges | 89.10 | - | 89.10 | 0.0% |
| Conference | - | 2,500.00 | (2,500.00) | 0.0% |
| Contingency | - | 5,000.00 | (5,000.00) | 0.0% |
| Dues & Membership | 450.00 | 450.00 | - | 100.0% |
| Legal Expense - JPA | 11,592.00 | 2,000.00 | 9,592.00 | 579.6% |
| Loss Control | 181,312.50 | 181,312.00 | 0.50 | 100.0% |
| Meeting Expense | - | 500.00 | (500.00) | 0.0% |
| Website | 155.00 | 155.00 | - | 100.0% |
| Total Administration | <u>229,693.60</u> | <u>233,912.00</u> | <u>(4,218.40)</u> | <u>98.2%</u> |
| Program Administration | | | | |
| Claims Management Fees | 57,612.42 | 75,000.00 | (17,387.58) | 76.8% |
| Contract Administration | 120,000.00 | 160,000.00 | (40,000.00) | 75.0% |
| Total Program Administration | <u>177,612.42</u> | <u>235,000.00</u> | <u>(57,387.58)</u> | <u>75.6%</u> |
| Total General and Administrative Expenses | <u>407,306.02</u> | <u>468,912.00</u> | <u>(61,605.98)</u> | <u>86.9%</u> |
| Insurance Expense | | | | |
| Excess Liability Policy | 765,854.97 | 1,048,806.00 | (282,951.03) | 73.0% |
| Excess Property Policy | 1,003,686.84 | 1,338,249.00 | (334,562.16) | 75.0% |
| Crime Policy | 24,562.50 | 32,750.00 | (8,187.50) | 75.0% |
| Total Insurance Expense | <u>1,794,104.31</u> | <u>2,419,805.00</u> | <u>(625,700.69)</u> | <u>74.1%</u> |
| Claims Expenses | | | | |
| Claims Payments | 889,965.38 | 950,000.00 | (60,034.62) | 93.7% |
| Claims Adjustment Account | (52,340.90) | - | (52,340.90) | 0.0% |
| Total Claims Expenses | <u>837,624.48</u> | <u>950,000.00</u> | <u>(112,375.52)</u> | <u>88.2%</u> |
| Dividends | - | - | - | 0.0% |
| Total Expenses | <u>3,039,034.81</u> | <u>3,838,717.00</u> | <u>(799,682.19)</u> | <u>79.2%</u> |
| Net Revenue Over (Under) Expenses | <u>\$ (125,128.08)</u> | <u>\$ -</u> | <u>\$ (125,128.08)</u> | <u>0.0%</u> |

South Bay Area Schools Insurance Authority
 Check Register - Carl Warren Trust Account
 January 1, 2018 - March 31, 2018

| Check | Payee | Check Date | DOL | Claim | Cov | Claimant | Action Code | Amount | Loss | Expense |
|-------|--|------------|------------|---------|-----|--------------------------------------|-------------|---------------|---------------|---------------|
| 11027 | DAVIS & YOUNG, APLC | 1/8/2018 | 5/5/2016 | 1948331 | LBI | AZARCON, JOMAR | Payment | \$ 1,218.25 | \$ - | \$ 1,218.25 |
| 11028 | DAVIS & YOUNG, APLC | 1/19/2018 | 5/5/2016 | 1948331 | LBI | AZARCON, JOMAR | Payment | \$ 1,867.31 | \$ - | \$ 1,867.31 |
| 11029 | AMERICAN TECHNOLOGIES, INC. | 2/20/2018 | 8/14/2017 | 1968692 | FPT | Santa Clara Unified, School District | Payment | \$ 135,146.59 | \$ 135,146.59 | \$ - |
| 11030 | DAVIS & YOUNG, APLC | 2/20/2018 | 5/5/2016 | 1948331 | LBI | AZARCON, JOMAR | Payment | \$ 2,801.45 | \$ - | \$ 2,801.45 |
| 11031 | Santa Clara Unified School District | 2/22/2018 | 8/14/2017 | 1968692 | FPT | Santa Clara Unified, School District | Payment | \$ 49,934.62 | \$ 49,934.62 | \$ - |
| 11032 | SAMUELSON, WILSON & ROE | 2/22/2018 | 5/5/2016 | 1937203 | LBI | AZARCON, JOMAR | Payment | \$ 5,011.85 | \$ - | \$ 5,011.85 |
| 11033 | MAHYDAD SIADAT AS PARENT AND/OR GUAR | 2/22/2018 | 3/11/2016 | 1938086 | LBI | SIADAT, CAMELIA | Payment | \$ 589.15 | \$ 589.15 | \$ - |
| 11034 | SANTA CLARA COUNTY OFFICE OF EDUCATIO | 2/26/2018 | 8/2/2015 | 1928671 | LEP | MEDINA, MARIBEL | Payment | \$ 288.00 | \$ - | \$ 288.00 |
| 11035 | SANTA CLARA COUNTY OFFICE OF EDUCATIO | 2/26/2018 | 8/2/2015 | 1928671 | LEP | MEDINA, MARIBEL | Payment | \$ 16,404.10 | \$ - | \$ 16,404.10 |
| 11036 | SANTA CLARA COUNTY OFFICE OF EDUCATIO | 2/26/2018 | 8/2/2015 | 1928671 | LEP | MEDINA, MARIBEL | Payment | \$ 25,313.96 | \$ - | \$ 25,313.96 |
| 11037 | SANTA CLARA COUNTY OFFICE OF EDUCATIO | 2/26/2018 | 8/2/2015 | 1928671 | LEP | MEDINA, MARIBEL | Payment | \$ 77,029.44 | \$ - | \$ 77,029.44 |
| 11038 | SANTA CLARA COUNTY OFFICE OF EDUCATIO | 2/26/2018 | 8/2/2015 | 1928671 | LEP | MEDINA, MARIBEL | Payment | \$ 46,151.46 | \$ - | \$ 46,151.46 |
| 11039 | SANTA CLARA COUNTY OFFICE OF EDUCATIO | 2/26/2018 | 8/2/2015 | 1928671 | LEP | MEDINA, MARIBEL | Payment | \$ 21,553.29 | \$ - | \$ 21,553.29 |
| 11040 | SANTA CLARA COUNTY OFFICE OF EDUCATIO | 2/26/2018 | 8/2/2015 | 1928671 | LEP | MEDINA, MARIBEL | Payment | \$ 23,288.87 | \$ - | \$ 23,288.87 |
| 11041 | DAVIS & YOUNG, APLC | 2/27/2018 | 12/1/2014 | 1916921 | LEP | ADAMS, MARK | Payment | \$ 4,843.10 | \$ - | \$ 4,843.10 |
| 11042 | DAVIS & YOUNG, APLC | 2/27/2018 | 1/30/2016 | 1969305 | LBI | ELIASSEH, AMIN | Payment | \$ 507.50 | \$ - | \$ 507.50 |
| 11043 | COHEN, YOLK ECONOMIC CONSULTING GROU | 3/1/2018 | 4/21/17 | 1927820 | LEP | OCHOA, MICHAELA | Payment | \$ 16,087.50 | \$ - | \$ 16,087.50 |
| 11044 | DAVIS & YOUNG, APLC | 3/1/2018 | 1/27/2015 | 1908841 | LBI | Quevedo, Emiliano | Payment | \$ 80.00 | \$ - | \$ 80.00 |
| 11045 | AMERICAN TECHNOLOGIES, INC. | 3/5/2018 | 8/14/2017 | 1968692 | FPT | Santa Clara Unified, School District | Payment | \$ 43,634.20 | \$ 43,634.20 | \$ - |
| 11046 | MAGGIE OR THROUGH HER GAL BARRY OR, A | 3/5/2018 | 1/12/2017 | 1956272 | LBI | OR, MAGGIE | Payment | \$ 17,000.00 | \$ 17,000.00 | \$ - |
| 11047 | HOGUE, FENTON, JONES & APPEL, INC. IN TRUS | 3/6/2018 | 4/23/19 | 1965487 | LBI | \$ 80,000.00 | Payment | \$ 80,000.00 | \$ 80,000.00 | \$ - |
| 11048 | DAVIS & YOUNG, APLC | 3/12/2018 | 8/26/2016 | 1957920 | LBI | PIPA, KATELYN | Payment | \$ 1,069.90 | \$ - | \$ 1,069.90 |
| 11049 | DAVIS & YOUNG, APLC | 3/12/2018 | 8/26/2016 | 1957920 | LBI | PIPA, KATELYN | Payment | \$ 585.00 | \$ - | \$ 585.00 |
| 11050 | DAVIS & YOUNG, APLC | 3/12/2018 | 6/13/2017 | 1966024 | LPI | TOMBLIN, TYLER | Payment | \$ 516.50 | \$ - | \$ 516.50 |
| 11051 | DAVIS & YOUNG, APLC | 3/22/2018 | 12/15/2015 | 1931345 | LBI | LAMBERT, LINDA | Payment | \$ 1,400.41 | \$ - | \$ 1,400.41 |
| 11052 | DANNIS WOLIVER KELLEY | 3/23/2018 | 4/9/2016 | 1935909 | LPI | ROBLES, JACKSON | Payment | \$ 9,767.17 | \$ - | \$ 9,767.17 |
| 11053 | DANNIS WOLIVER KELLEY | 3/23/2018 | 1/26/2016 | 1941513 | LBI | MIZE, JULIA | Payment | \$ 6,882.10 | \$ - | \$ 6,882.10 |
| 11054 | DANNIS WOLIVER KELLEY | 3/23/2018 | 1/26/2016 | 1941513 | LBI | MIZE, JULIA | Payment | \$ 28,174.71 | \$ - | \$ 28,174.71 |
| 11055 | DAVIS & YOUNG, APLC | 3/23/2018 | 5/23/2016 | 1937728 | ABI | PHAM, SANG | Payment | \$ 727.45 | \$ - | \$ 727.45 |
| 11056 | DAVIS & YOUNG, APLC | 3/23/2018 | 5/23/2016 | 1937728 | ABI | PHAM, SANG | Payment | \$ 530.00 | \$ - | \$ 530.00 |
| 11057 | DAVIS & YOUNG, APLC | 3/23/2018 | 5/23/2016 | 1937728 | ABI | PHAM, SANG | Payment | \$ 122.50 | \$ - | \$ 122.50 |
| 11058 | DAVIS & YOUNG, APLC | 3/23/2018 | 8/1/2015 | 1927820 | LEP | OCHOA, MICHAELA | Payment | \$ 885.40 | \$ - | \$ 885.40 |
| 11059 | TRUST ACCOUNT OF SEHGL, YEE & BRUNNEI | 3/26/2018 | 8/1/2015 | 1927820 | LEP | OCHOA, MICHAELA | Payment | \$ 350,000.00 | \$ 350,000.00 | \$ - |
| 11060 | DAVIS & YOUNG, APLC | 3/27/2018 | 5/5/2016 | 1948331 | LBI | AZARCON, JOMAR | Payment | \$ 1,507.27 | \$ - | \$ 1,507.27 |
| 11061 | DAVIS & YOUNG, APLC | 3/27/2018 | 8/1/2015 | 1927820 | LEP | OCHOA, MICHAELA | Payment | \$ 2,030.70 | \$ - | \$ 2,030.70 |
| 11062 | DAVIS & YOUNG, APLC | 3/27/2018 | 8/1/2015 | 1927820 | LEP | OCHOA, MICHAELA | Payment | \$ 5,513.52 | \$ - | \$ 5,513.52 |
| 11063 | DAVIS & YOUNG, APLC | 3/27/2018 | 8/1/2015 | 1927820 | LEP | OCHOA, MICHAELA | Payment | \$ 9,079.00 | \$ - | \$ 9,079.00 |
| | | | | | | | | \$ 987,542.27 | \$ 676,304.56 | \$ 311,237.71 |

Claims Checking Account

| | |
|---|---------------------|
| Balance at beginning of the quarter | \$ 119,435.31 |
| Deposits - Transfers from general account | 895,100.79 |
| Voided Checks | 17,161.04 |
| Recoveries | - |
| Claim Payments | (987,542.27) |
| Ending Bank Balance | \$ 44,154.87 |

South Bay Area Schools Insurance Authority
Transactions by Account
January 1, 2018 - March 31, 2018

| Type | Date | Num | Name | Memo | Split | Debit | Credit | Balance |
|--------------------------------------|------------|--------|-------------------------------|---|-----------------------------|------------------|-------------------|---------------------|
| Bank of America - 61312 | | | | | | | | |
| Deposit | 01/08/2018 | | | Deposit | -SPLIT- | 12,401.22 | | 1,844,161.71 |
| Bill Pmt -Cher | 01/22/2018 | 10283 | James Marta & Company | Inv 11200 | *Accounts Payable | | 2,095.00 | 1,856,562.93 |
| Bill Pmt -Cher | 01/29/2018 | 10284 | Carl Warren & Co - ATF SBASIA | Replenishment Request 1/29/18 | *Accounts Payable | | 195,081.21 | 1,659,386.72 |
| Bill Pmt -Cher | 02/08/2018 | 10285 | Carl Warren & Co - ATF SBASIA | Claim 1928671 DOL 8/2/15 | *Accounts Payable | | 210,029.12 | 1,449,357.60 |
| Bill Pmt -Cher | 02/22/2018 | 10286 | Carl Warren & Co - ATF SBASIA | Replenishment Request 2/20/18 Claim 1968692 | *Accounts Payable | | 43,634.20 | 1,405,723.40 |
| Bill Pmt -Cher | 02/22/2018 | 10287 | Carl Warren & Co - ATF SBASIA | Claim 1965487 Pre-Fund Request 2/20/18 | *Accounts Payable | | 80,000.00 | 1,325,723.40 |
| Deposit | 03/01/2018 | | | Deposit | Undeposited Funds | 10,000.00 | | 1,335,723.40 |
| Bill Pmt -Cher | 03/01/2018 | 10288 | Haight Brown & Bonesteel, LLP | Invoice 3206481 | *Accounts Payable | | 2,160.00 | 1,333,563.40 |
| Bill Pmt -Cher | 03/01/2018 | 10289 | Joan Crossley | WIX Inv 198659472 | *Accounts Payable | | 155.00 | 1,333,408.40 |
| Deposit | 03/19/2018 | | | Deposit | Undeposited Funds | 6,872.44 | | 1,340,280.84 |
| General Jour | 03/19/2018 | JLZ 23 | Carl Warren & Co - ATF SBASIA | Pre fund request 3-13-18 | Bill.com Money Out Clearing | | 350,000.00 | 990,280.84 |
| General Jour | 03/21/2018 | JLZ 24 | Gilbert Associates Inc | Jan-Mar 2018 | Bill.com Money Out Clearing | | 6,000.00 | 984,280.84 |
| General Jour | 03/21/2018 | JLZ 24 | Haight Brown & Bonesteel, LLP | Invoice 3208097 | Bill.com Money Out Clearing | | 3,672.00 | 980,608.84 |
| Deposit | 03/26/2018 | | | Deposit | Undeposited Funds | 20,202.40 | | 1,004,483.24 |
| Deposit | 03/26/2018 | | | Deposit | -SPLIT- | 10,311.00 | | 1,014,794.24 |
| Total Bank of America - 61312 | | | | | | | | |
| TOTAL | | | | | | 59,787.06 | 892,826.53 | 1,011,122.24 |
| TOTAL | | | | | | 59,787.06 | 892,826.53 | 1,011,122.24 |

County of Santa Clara




Finance Agency Controller-Treasurer Department

County Government Center
70 W. Hedding Street, East Wing, 2nd Floor
San Jose, California 95110-1705
(408) 299-5200 FAX (408) 288-9237

March 15, 2018

Submitted by: Alan Minato
Alan Minato, Controller-Treasurer

TO: BOARD OF TRUSTEES, SANTA CLARA COUNTY SCHOOL DISTRICTS
BOARDS OF DIRECTORS, SANTA CLARA COUNTY SPECIAL PURPOSE DISTRICTS

FROM: EMILY HARRISON, DIRECTOR OF FINANCE 

SUBJECT: COUNTY OF SANTA CLARA TREASURY INVESTMENT PORTFOLIO STATUS

RECOMMENDATION

Receive and file the December 31, 2017 Detailed Investment Portfolio Listing.

DISCUSSION

In compliance with the State of California Government Code as amended by Chapters 783 and 784, Statutes of 1995 and in compliance with County Policy, the Santa Clara County Treasury Investment Portfolio Report as of December 31, 2017 is submitted for your review and acceptance.

The attached detailed investment reports list each investment of the County Treasury Pool as well as individual reports for specific investment funds that each school district or special district has in the County Treasury. The reports include the respective purchase and maturity dates, par value, amortized cost, market value, and yield to maturity for each investment.

A summary of market value versus cost is provided below for Commingled Investments of the County Pool.

| | Cost | Market Value | Increase (Decrease) | Percent |
|------------------------|-----------------|-----------------|------------------------|---------|
| Commingled Investments | \$8,426,775,063 | \$8,390,869,635 | (-\$35,905,428) | (0.43%) |

The yield of the pool on December 31, 2017 was 1.43%. As a comparison, on December 31, 2017 the yield of a 6-month Treasury Bill was 1.53%. A two-year Treasury Note was 1.89%. The State of California Local Agency Investment Fund (LAIF) yield was 1.24%.

Attached with the current investment strategy is a schedule that lists the average weighted maturities and yield for the Commingled Treasury Pool. Charts outlining investment concentration and distribution of bond maturities are provided for the Pool. Also included is a chart showing the one-year history of the Pool along with interest rates offered by selected comparable instruments.

Securities are purchased with the expectation that they will generally be held to maturity, hence unrealized gains or losses are not reflected in the yield calculations.

The market values of Pool securities were taken from pricing services provided by Bank of New York Mellon, Bloomberg Analytics, dealer quotes, and an independent pricing service.

A combination of securities maturing, new revenues, and tax receipts will adequately cover the anticipated cash flow needs for the next six months. Cash flows are continually monitored and are considered paramount in the selection of securities purchased for the Pool.

Attachments:

December 2017 Quarterly Investment Summary



Agenda Item F.1

**LOSS CONTROL-LIABILITY AND PROPERTY SAFETY INSPECTIONS
ON INTERIOR OF BUILDINGS (ALL ROOMS) TO INCLUDE
CHEMICAL INSPECTION**

ACTION ITEM

ISSUE: The Executive Committee should review the responses to the Request for Proposal (RFP) for Liability and Property Safety Inspections and select a loss control firm to perform the inspections on the interior of buildings (all rooms) including chemical inspection.

RECOMMENDATION: None

FISCAL IMPACT: The JPA budget has \$181,312 set aside for loss control for the 2018-2019 fiscal year.

BACKGROUND: At its March 3, 2018 meeting, the Executive Committee asked staff to move forward with year 2 of the five year loss control plan and issue a RFP for Liability and Property Safety Inspections on interior of buildings (all rooms) to include chemical inspection.

ATTACHMENTS: None



Agenda Item F.2

SLATE OF OFFICERS FOR JUNE 14, 2018 MEETING

INFORMATION ITEM

EXPLANATION: Each June, the Board of Directors elects the Executive Committee officers and a Member at Large for the annual term of office beginning July 1.

Staff and the Executive Committee will discuss developing a slate of officers to present to the Board of Directors at the June 14, 2018 meeting.

The current officers are:

President: Mr. James Crawford, Campbell Union School District

Vice President: Mr. Mark Allgire, Santa Clara Unified School District

Treasurer: Mr. Mike Mathiesen, Mountain View-Los Altos Union High School District

Secretary: Position is vacant due to retirement of Barbara Coats

Member at Large: Ms. Nelly Yang, Evergreen School District

ATTACHMENTS: None



Agenda Item G.1

MONITORING CHANGES IN CLAIMS PAYMENTS AND RESERVES

INFORMATION ITEM

EXPLANATION: Mr. Brandon Schlenker, Account Manager at Carl Warren & Company, will present an overview of the claims with the largest or most significant changes in total incurred over the last quarter. This will help in monitoring claims expense so that the JPA will be aware of any large increases in expense prior to the annual financial audit.

ATTACHMENTS: None



Agenda Item G.2

PRELIMINARY REVENUE AND EXPENSE BUDGET FOR JULY 1, 2018 - 2019

INFORMATION ITEM

EXPLANATION: Staff presented a preliminary revenue and expense budget at the March 8, 2018 meeting showing allocation of premium, loss funding and expenses for the insurance renewals and administrative contracts effective July 1. This document provides preliminary indications of cost to members which will assist them in development of their own District budgets.

The budget has been updated to include the most current estimated rate for the Excess Liability premium.

ATTACHMENTS: None