



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY  
EXECUTIVE COMMITTEE MEETING MINUTES  
CAMPBELL, CALIFORNIA  
December 5, 2019**

**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  
Wendy Zhang, Member at Large, Milpitas Unified School District

**MEMBERS ABSENT**

Position Vacant, Secretary

**GUESTS & CONSULTANTS**

Matt Gowan, Alliant Insurance Services  
Joan Crossley, Alliant Insurance Services  
Eric Bengtson, Davis & Young

**A. CALL TO ORDER**

The meeting was called to order at 9:07 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> Eric Dill	<b>MOTION CARRIED</b>
<b>AYES:</b> 4	<b>NOES:</b> 0	<b>ABSENT:</b> 0
	<b>ABSTAIN:</b> 0	

**AYES:** Crawford, Dill, Mathiesen, Zhang  
**NAYS:** None  
**ABSENT:** None

**D. PUBLIC COMMENT**

There were no public comments.

- E. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.95**
- 1. Azarcon, Jomar vs. Los Gatos-Saratoga Joint Union High School District and Milpitas Unified School District**
  - 2. Khazei vs. Los Gatos-Saratoga Joint Union High School District**

The Executive Committee went into closed session at 9:08 a.m.  
The Executive Committee returned from closed session at 9:29 a.m.



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**F. PRESIDENT’S REPORT ON ACTION FROM CLOSED SESSION**

Mr. James Crawford reported that the closed session items were discussed and appropriate action was taken.

**G. CONSENT CALENDAR**

1. **Executive Committee Meeting Minutes – June 13, 2019**
2. **Executive Committee Teleconference Minutes – August 30, 2019**
3. **Engagement Letter for SBASIA Actuarial Study as of 12/31/19**

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

<b>MOTION:</b> Eric Dill	<b>SECOND:</b> Mike Mathiesen	<b>MOTION CARRIED</b>
<b>AYES:</b> 4	<b>NOES:</b> 0	<b>ABSENT:</b> 0
	<b>ABSTAIN:</b> 0	

**AYES:** Crawford, Dill, Mathiesen, Zhang  
**NAYS:** None  
**ABSENT:** None

**H. GENERAL ADMINISTRATION**

**1. Property Appraisal**

Ms. Joan Crossley said property appraisals are recommended every five to seven years. The JPA’s last property appraisal was performed in 2013. Staff recommends issuing a RFP for a property appraisal. Ms. Crossley noted that the JPA’s Property insurance program is APIP (Alliant Property Insurance Program) which pays for appraisals for buildings valued over \$5 million. Once the appraisal is complete, staff will send the invoice for buildings valued over \$5 million to APIP for reimbursement. The Executive Committee said it’s fine to issue the RFP and present the results at the March Executive Committee meeting.

**2. Review of Board Agenda Items**

Mr. Matt Gowan said Mr. Jim Condon from Allied Reliability will present a summary to the Board on the results of the infrared inspections performed for the JPA. Also, Mr. Mike Manduca from James Marta & Company will present the audited financial report as of June 30, 2019. Mr. Brandon Schlenker from Carl Warren & Company will be presenting a claims stewardship report to the Board.

Ms. Crossley said the Board will need to adopt the resolution to approve amendment to the SELF JPA agreement. There is no material change to the agreement; SELF just had to comply with Government Code 6509 which restricts the manner of exercising the power of SELF in same manner as one of its members. SELF designated its member, Orange County Department of Education, in its JPA agreement.

Mr. Crawford noted the position of Secretary has been vacant since July when the former secretary, Megan Reilly, left her position at Santa Clara County Office of Education. Mr. Crawford contacted



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the new Board representative at Santa Clara County Office of Education, but he is not interested in the position. Mr. Crawford said he will open it up to the Board members for suggestions.

Mr. Gowan said he will update the Board on the insurance market.

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

There were no comments for the good of the order.

**ADJOURNMENT**

The meeting was adjourned at 9:50 a.m.

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

Date: March 31, 2020