

**POOLED LIABILITY ASSURANCE NETWORK JOINT
POWERS AUTHORITY
(PLAN JPA)**

**MINUTES OF THE BOARD OF DIRECTORS
SPECIAL MEETING OF JANUARY 29, 2021**

A special meeting of the Board of Directors was held on January 29, 2021, via Zoom Videoconference.

MEMBERS PRESENT: Marc Zafferano, President, San Bruno
Pak Lin, Treasurer, Colma
George Rodericks, Atherton
Alan Shear, Benicia
Scott Spansail, Burlingame
Will Fuentes, Campbell
Julie Carter, Dublin
Maria Saguisag-Sid, Foster City
Lisa Lopez, Half Moon Bay
Jan Cooke, Hillsborough
Sarina Revillar, Los Altos Hills
Robert Schultz, Los Gatos
Mike Sung, Millbrae
Jane Corpus, Alternate, Milpitas
Donald Larkin, Morgan Hill
David Benoun, Alternate, Newark
Kevin Woodhouse, Pacifica
Jeremy Dennis, Portola Valley
Mary Furey, Saratoga
Rebecca Mendenhall, San Carlos
Leah Lockhart, South San Francisco
Greg Folsom, Suisun City
Kevin Bryant, Woodside

MEMBERS ABSENT: Maria Ojeda, American Canyon
Kristina Alfaro, Cupertino
Brenda Olwin, East Palo Alto
Joe Chinn, Ross
Greg Chanis, Tiburon

OTHERS PRESENT: Jon Paulsen, General Manager
Katie Sullivan, Assistant General Manager
Daria Hoffmann, Analyst
Ritesh Sharma, Finance Manager
Terrie Norris, Risk Control Manager
Will Portello, Litigation Manager
Susan DeNardo, Litigation Manager
Becky Richard, Bickmore Actuarial [*Left during Agenda Item 5.A.*]
Greg Rubens, Board Counsel
Seth Cole, Alliant Insurance Services
Carol Augustine, Burlingame
Lisa Hisatomi, Dublin
Ann Ritzma, Hillsborough
Cindy Safe, Woodside

1. CALL TO ORDER

The January 29, 2021, Special Board of Directors meeting was called to order at 11:01 a.m. by President Marc Zafferano.

2. INTRODUCTIONS

Roll call introductions were made it was determined that a quorum was present.

3. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

The agenda was approved as posted.

4. PUBLIC COMMENTS

None.

5. ADMINISTRATIVE MATTERS

A. Consideration of Excess Liability Options

Jon Paulsen, General Manager, informed the Board of a potential challenge regarding PLAN JPA's liability limits.

Seth Cole, Alliant Insurance Services, directed the Board to the Reinsurance Excess Liability Placement Chart, attached to the agenda, to provide a visual of how excess liability is held for PLAN JPA. Mr. Cole reviewed each insured layer of insurance followed by an example of how a claim is covered through each layer.

Will Portello, Litigation Manager, briefly reviewed PLAN JPA's current claim status with the Board, noting a new claim puts PLAN JPA at risk for utilizing its \$5 million aggregate in the \$5 million excess of \$25 million layer.

Mr. Cole presented the Board with alternatives to keep PLAN JPA insured up to \$30 million.

- The Board could elect to obtain an option from Munich Re;
- Leave the situation as is; or
- PLAN JPA could self-insure the layer.

Becky Richard, Bickmore Actuarial, informed the Board of various scenarios, leading to \$315,000 for claims costs to cover PLAN JPA for the remainder of the program year in the \$5 million excess of \$25 million layer.

Discussion ensued regarding PLAN JPA's budget and how contributions would change based on each option. The Board considered whether purchasing excess insurance is needed if the coverage is not retroactive. The Board and staff concluded purchasing excess insurance without it being retroactive is not a viable option.

Kevin Bryant moved to give staff authority to bind coverage from September 2020 for a premium cost not to exceed \$450,000. Pak Lin seconded the motion. A roll call vote was taken and the motion passed unanimously by George Rodericks, Alan Shear, Scott Spansail, Will Fuentes, Pak Lin, Julie Carter, Maria Saguisag-Sid, Lisa Lopez, Jan Cooke, Sarina Revillar, Robert Schultz, Mike Sung, Jane Corpus, Donald Larkin, David Benoun, Kevin Woodhouse, Jeremy Dennis, Marc Zafferano, Rebecca Mendenhall, Mary Furey, Leah Lockhart, Greg Folsom, and Kevin Bryant.

6. CLOSING COMMENTS

A. Board of Directors

None.

B. Staff

None.

7. ADJOURNMENT

The Special Meeting of the PLAN JPA Board of Directors was adjourned at 11:47 a.m.

A handwritten signature in black ink that reads "Katie Sullivan". The signature is written in a cursive style with a large, looping initial "K".

Katie Sullivan, Assistant Board Secretary