



BACCD

Bay Area Community College Districts Joint Powers Agency

Please Post By March 3, 2020

AGENDA

BAY AREA COMMUNITY COLLEGE DISTRICTS JPA

BOARD OF DIRECTORS' MEETING

MARCH 6, 2020

9:30 AM

ROYAL TROON ROOM(DOWNSTAIRS)

THE INN AT SPANISH BAY

2700 17-MILE DRIVE

PEBBLE BEACH, CA 93953

(831) 647-7414

I. CALL TO ORDER - 2 Minutes

II. ROLL CALL - 5 Minutes

OFFICERS:

CONTRA COSTA CCD
VACANT
VACANT
OHLONE CCD

Jonah Nicholas, President
Vacant, Vice President
Vacant, Secretary
Alex Lebedeff, Treasurer

MEMBERS:

ALLAN HANCOCK CCD
HARTNELL CCD
MONTEREY PENINSULA CCD
SAN LUIS OBISPO CCD
SAN JOSE EVERGREEN CCD
WEST VALLEY MISSION CCD

Eric D. Smith
Linda Wilczewski
David Martin
Dan Troy
Jorge Escobar
Ngoc Chim

MANAGER:

KEENAN & ASSOCIATES
KEENAN & ASSOCIATES
KEENAN & ASSOCIATES
KEENAN & ASSOCIATES
KEENAN & ASSOCIATES
SETECH

Kris Lehman
Suzanne Trowbridge
Marcia Malone
Stanton Stubbs
Veronica Riglick
Mary Boyer

JPA CONSULTANTS:

BAY ACTUARIAL CONSULTANTS
WELLS FARGO ADVISORS, LLP

Jack Joyce
Walter McCurdy

III. APPROVAL OF AGENDA - 2 Minutes

2019/2020-42

ACTION - Page 7

The Authority retains the right to change the order in which agenda items are discussed. Subject to review by the Authority, the agenda is to be approved as presented. Items may be deleted or added for discussion only according to G.C. Section 54954.2.

PUBLIC COMMENTS

BOARD CONSIDERATION

IV. APPROVAL OF MINUTES – December 13, 2019 - 2 Minutes

2019/2020-43

ACTION - Pages 8-15

The Authority will review the minutes of the last Board meeting for any adjustments and adoption.

PUBLIC COMMENTS

BOARD CONSIDERATION

V. CORRESPONDENCE - 2 Minutes

2019/2020-44

INFO - Pages 16-18

Correspondence will be presented and reviewed by the Authority. No action may be taken in response; only referred for action on a subsequent agenda.

PUBLIC COMMENTS

BOARD CONSIDERATION

VI. UNDERWRITING

ACTUARIAL REPORT - 15 Minutes

2019/2020-45

ACTION - Pages 19-94

The Authority will review and discuss the draft Actuarial Report prepared by Bay Actuarial Consultants for the 2020/2021 program year.

PUBLIC COMMENTS

BOARD CONSIDERATION

SWACC PROGRAM UPDATE - 10 Minutes

2019/2020-46

INFO – Pages 95-102

The Manager will provide an update on information discussed and presented at recent SWACC Board of Directors and Committee meetings.

PUBLIC COMMENTS

BOARD CONSIDERATION

VII. FINANCIAL

INVESTMENT ADVISOR'S UPDATE - 15 Minutes

2019/2020-47

ACTION - Pages 103-133

The Wells Fargo Investment Advisor will provide an update on the JPA's investment portfolio.

PUBLIC COMMENTS

BOARD CONSIDERATION

TREASURER'S REPORT - 10 Minutes

2019/2020-48

ACTION - Pages 134-162

The Authority will review the Treasurer's Report as of December 31, 2019 prepared by SETECH.

PUBLIC COMMENTS

AGENDA – BAY AREA COMMUNITY COLLEGE DISTRICTS JPA
Board of Directors Meeting - March 6, 2020

BOARD CONSIDERATION

RETURN OF NET POSITION - 7 Minutes

2019/2020-49
INFO/ACTION - Pages 163-164

The Authority will review the JPA's current net position and consider options for a return of equity to the members.

PUBLIC COMMENTS

BOARD CONSIDERATION

PRELIMINARY BUDGET DISCUSSION - 8 Minutes

2019/2020-50
INFO/ACTION - Pages 165-166

The Authority will discuss preparations for the 2020/2021 preliminary budget.

PUBLIC COMMENTS

BOARD CONSIDERATION

VIII. RISK MANAGEMENT

SWACC LOSS CONTROL SERVICES UPDATE - 8 Minutes

2019/2020-51
INFO - Pages 167-173

The Manager will provide an update on safety inspections/audits to the Authority.

PUBLIC COMMENTS

BOARD CONSIDERATION

HAZARDOUS MATERIALS COMPLIANCE PROGRAM UPDATE - 10 Minutes **2019/2020-52**
INFO – Pages 174-180

The Authority will receive an update of services provided under the Hazardous Materials Compliance Program.

PUBLIC COMMENTS

BOARD CONSIDERATION

P&C BRIDGE/KEENAN SAFECOLLEGES UPDATE – 5 Minutes

2019/2020-53
INFO - Pages 181-186

The Manager will provide the Authority with updates on P&C Bridge/Keenan SafeColleges Program.

PUBLIC COMMENTS

BOARD CONSIDERATION

IX. BRIEFINGS

BRIEFINGS/LEGISLATIVE UPDATES – 10 Minutes

2019/2020-54
INFO - Pages 187-197

Keenan bulletins and/or briefings distributed over the last quarter will be presented to the Authority for information.

PUBLIC COMMENTS

BOARD CONSIDERATION

X. ADMINISTRATION

PROPERTY/LIABILITY CLAIMS ADMINISTRATION BILLING - 3 Minutes 2019/2020-55
INFO - Pages 198-200

The Manager will review the Property & Liability Claims Administration billing for the period October 1, 2019 through December 31, 2019.

PUBLIC COMMENTS

BOARD CONSIDERATION

KEENAN MASTER SERVICE AGREEMENT – SOW RENEWAL – 5 Minutes 2019/2020-56
ACTION - Page 201

The Authority will review Amendment No. 5 to Statement of Work 2 of the Master Service Agreement for the Property and Casualty Claims Administration Services renewal on 7/1/20.

PUBLIC COMMENTS

BOARD CONSIDERATION

ACTUARIAL SERVICES AGREEMENT – 5 Minutes 2019/2020-57
ACTION – Pages 202-204

The Authority will review the Bay Actuarial Consultant's agreement proposal for Professional Services for the period January 1, 2021 through December 31, 2023.

PUBLIC COMMENTS

BOARD CONSIDERATION

ELECTION OF SWACC BOARD REPRESENTATIVES– 5 Minutes 2019/2020-58
ACTION – Pages 205-207

The Authority will elect representatives to SWACC Board and discuss Committee member interests for the 2020/2021 program year.

PUBLIC COMMENTS

BOARD CONSIDERATION

ELECTION OF VACANT OFFICER POSITIONS – 5 Minutes 2019/2020-59
ACTION – Page 208

The Authority will nominate and elect for vacant officer positions.

PUBLIC COMMENTS

BOARD CONSIDERATION

2020/2021 JPA MEETING DATES - 5 Minutes 2019/2020-60
INFO/ACTION – Page 209

The Authority will discuss Board meeting dates for the 2020/2021 program year.

PUBLIC COMMENTS

BOARD CONSIDERATION

STATEMENT OF ECONOMIC INTERESTS FORM 700 - 2 Minutes 2019/2020-61
INFO - Page 210

The Manager will provide status to the Authority on Form 700 Annual Filings.

PUBLIC COMMENTS

BOARD CONSIDERATION

XI. CLAIMS

CLOSED SESSION – 5 Minutes

2019/2020-62
ACTION - Page 211

As authorized by Government Code Sections 54956.9 and 54956.95, the Authority is empowered to conduct a closed session to discuss and consider matters pertaining to litigation and claim settlement.

OPEN SESSION - 2 Minutes

The President of the Authority will report out on any reportable action taken while in closed session.

PUBLIC COMMENTS

BOARD CONSIDERATION

PROPERTY CLAIM SETTLEMENT REQUEST - 5 Minutes

2019/2020-63
ACTION - Pages 212-213

The following property claim(s) will be presented for settlement authorization approval:

CLAIM NUMBER	DISTRICT NAME
578464	Contra Costa CCD

PUBLIC COMMENTS

BOARD CONSIDERATION

QUARTERLY CLOSED CLAIMS REPORT - 2 Minutes

2019/2020-64
ACTION - Page 214

The Authority will review the Closed Claims Report for the period October 1, 2019 through December 31, 2019.

PUBLIC COMMENTS

BOARD CONSIDERATION

XII. INFORMATION

MEMBER COMMENTS

Each member may report about various matters involving the Authority. There will be no Authority discussion except to ask questions, and no action will be taken unless listed on a subsequent agenda.

MANAGER COMMENTS

The Manager will report to the Authority about various matters involving the Authority. There will be no Authority discussion except to ask questions and no action will be taken unless listed on a subsequent agenda.

OTHER COMMENTS

The public may address the Authority on any matter pertaining to the Authority that is not on the agenda. The President reserves the right to limit the time of presentations by individual or topic.

XIII. AGENDA ITEMS FOR NEXT MEETING

Members and others may suggest items for consideration at the next meeting scheduled on June 7, 2019. Regularly scheduled agenda items include:

- Approval of Minutes
- Treasurer's Report
- Investment Report
- 2020-2021 Contribution Spreadsheets/Preliminary Budget
- 2020-2021 Annual Program Updates

XIV. ADJOURNMENT

Americans with Disabilities Act:

Bay Area Community College Districts JPA conforms to the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof. A request for disability-related modifications or accommodation, in order to participate in a public meeting of the Bay Area Community College Districts JPA, shall be made to: Marcia Malone, Account Manager, Keenan & Associates, 1732 North 1st Street, Suite 100, San Jose, CA 95112, (408) 441-0876, Extension 6154.