



Courtenay C. Corrigan, Chair  
Town of Los Altos Hills

Margaret Abe-Koga, Vice Chair  
City of Mountain View

Liz Gibbons  
City of Campbell

Rod Sinks  
City of Cupertino

Daniel Harney  
City of Gilroy

Jeannie Bruins  
City of Los Altos

Rob Rennie  
Town of Los Gatos

Marsha Grilli  
City of Milpitas

Burton Craig  
City of Monte Sereno

Steve Tate  
City of Morgan Hill

Dave Cortese  
County of Santa Clara

Howard Miller  
City of Saratoga

Nancy Smith  
City of Sunnyvale

**Silicon Valley Clean Energy  
Finance and Administration Committee Meeting**

Tuesday, September 4, 2018  
1:00 pm

Silicon Valley Clean Energy Office  
Conference Room  
333 W El Camino Real, Suite 290  
Sunnyvale, CA

**MEETING MINUTES**

**Call to Order**

Chair Craig called the meeting to order at 1:05 p.m.

**Roll Call**

**Present:**

Chair Burton Craig, City of Monte Sereno  
Vice Chair Howard Miller, City of Saratoga  
Director Liz Gibbons, City of Campbell

**Absent**

Director Rob Rennie, Town of Los Gatos

**Public Comment on Matters Not Listed on the Agenda**

No speakers.

**Consent Calendar**

Vice Chair Miller requested to pull Items 1d and 1p; Director Gibbons requested to pull Items 1e, 1f, and 1i.

MOTION: Vice Chair Miller moved and Director Gibbons seconded the motion to approve the consent calendar with the exception of Items 1d, 1e, 1f, 1i, and 1p.

The motion carried unanimously with Director Rennie absent.

**1a) Approve Minutes from the May 30, 2018 Finance and Administration Committee Meeting**

**1b) Approve Minutes from the June 19, 2018 Finance and Administration Committee Special Meeting**

**1c) Approve Minutes from the July 23, 2018 Finance and Administration Committee Special Meeting**

**1g) Approve to Recommend Time Extension, Addition of Funds and Authorize CEO to Execute Second Amendment to Agreement with Above the Fold Designs for Graphic Design and Web Design Services**

[svcleanenergy.org](http://svcleanenergy.org)

333 W El Camino Real  
Suite 290  
Sunnyvale, CA 94087



Courtenay C. Corrigan, Chair  
Town of Los Altos Hills

Margaret Abe-Koga, Vice Chair  
City of Mountain View

Liz Gibbons  
City of Campbell

Rod Sinks  
City of Cupertino

Daniel Harney  
City of Gilroy

Jeannie Bruins  
City of Los Altos

Rob Rennie  
Town of Los Gatos

Marsha Grilli  
City of Milpitas

Burton Craig  
City of Monte Sereno

Steve Tate  
City of Morgan Hill

Dave Cortese  
County of Santa Clara

Howard Miller  
City of Saratoga

Nancy Smith  
City of Sunnyvale

**1h) Approve to Recommend Time Extension and Authorize CEO to Execute Amendment to Agreement with Pacific Printing for Printing Services**

**1j) June 2018 Treasurer Report**

**1k) July 2018 Treasurer Report**

**1l) Approve Recommendation to Establish \$20 Million Line of Credit with River City Bank**

**1m) Approve to Recommend Access to Public Records – Request and Fees Policy**  
**1n) Approve to Recommend Amendment to Employee Handbook to Establish Management Leave for Exempt Employees**

**1o) Approve to Recommend Amendment to Employee Handbook to Establish Specific Days During the Week Between Christmas and New Years as Agency Paid Holidays for 2018 and 2019**

**1q) Approve to Recommend Unpaid Personal Leave Policy**

**1d) Approve to Recommend Amendment to Smartphone Stipend Policy**

Vice Chair Miller inquired about the purpose of a smartphone stipend and provided comments; CEO Girish Balachandran and Director of Finance and Administration Don Eckert responded. CEO Balachandran noted the stipend would be reviewed at the next benefits review as part of a cafeteria plan.

MOTION: Vice Chair Miller moved and Director Gibbons seconded the motion to recommend the Board approve amendment to HRP1 – Smartphone Stipend Policy.

The motion carried unanimously with Director Rennie absent.

**1e) Approve to Recommend Authorization to CEO to Execute Agreement with Richards, Watson & Gershon for Legal Services**

Director Gibbons inquired what changes had been made from the previous agreement. Director Gibbons suggested including a redlined version to the Board or calling out changes in the staff report, and noting that the contract has been updated to reflect all contract modifications relevant to the services provided.

MOTION: Director Gibbons moved and Vice Chair Miller seconded the motion to recommend the Board authorize the CEO to execute an agreement with Richards, Watson & Gershon (RWG) for legal services from October 1, 2018 through September 30, 2019.

The motion carried unanimously with Director Rennie absent.

**1f) Approve to Recommend Authorization to CEO to Execute Agreement with Mail R Us dba Ad-Vantage Marketing, Inc. for Printing and Mailing Services**

Director Gibbons confirmed recycled paper and ink requirements were included in the agreement.

MOTION: Director Gibbons moved and Vice Chair Miller seconded the motion to recommend the Board authorize the CEO to execute the agreement with Mail R Us dba Ad-Vantage Marketing, Inc., for printing and mailing services from September 30, 2018 to September 30, 2021.

[svcleanenergy.org](http://svcleanenergy.org)

333 W El Camino Real  
Suite 290  
Sunnyvale, CA 94087



Courtenay C. Corrigan, Chair  
Town of Los Altos Hills

The motion carried unanimously with Director Rennie absent.

Margaret Abe-Koga, Vice Chair  
City of Mountain View

**1i) Approve to Recommend Authorization to CEO to Execute an Amended Agreement with Pacific Energy Advisors, Inc., for Power Management and Technical Consulting Services, October 2018 – September 2019**

Liz Gibbons  
City of Campbell

Director Gibbons inquired what was changed in the agreement; the group was in consensus that a redlined version should be included for the Board.

Rod Sinks  
City of Cupertino

MOTION: Director Gibbons moved and Vice Chair Miller seconded the motion to recommend the Board Authorize the Chief Executive Officer to finalize, with non-substantive changes, and execute an agreement with Pacific Energy Advisors, Inc., for technical consulting services.

Daniel Harney  
City of Gilroy

The motion carried unanimously with Director Rennie absent.

Jeannie Bruins  
City of Los Altos

**1p) Approve to Recommend Volunteer Time Off Policy**

Vice Chair Miller provided comments regarding the policy and suggested reviewing the policy in the future.

Rob Rennie  
Town of Los Gatos

MOTION: Vice Chair Miller moved Director Gibbons seconded the motion to recommend the Board approve HRP3 – Volunteer Time Off Policy.

Marsha Grilli  
City of Milpitas

The motion carried unanimously with Director Rennie absent.

Burton Craig  
City of Monte Sereno

**Regular Calendar**

**2) SVCE Update to Benefits and Compensation Including Organization Chart and Salary Ranges (Action)**

Steve Tate  
City of Morgan Hill

CEO Balachandran introduced the item and a PowerPoint presentation. Director of Finance and Administration Eckert presented the proposed benefits which included time off enhancements, SVCE contribution to vision and dental coverage, implementation of a health reimbursement account, and contributions to a flexible spending account.

Dave Cortese  
County of Santa Clara

Staff responded to committee questions regarding the proposed benefits; members provided suggestions and comments on the presentation to be edited for the Board meeting.

Howard Miller  
City of Saratoga

Nancy Smith  
City of Sunnyvale

Director of Finance and Administration Eckert presented an amended organization chart and amended salary ranges based on the results of a compensation study, and proposed an increase of 3.4% to all minimum and maximum salary ranges based on the Consumer Price Index (CPI) for the urban bay area. Vice Chair Miller confirmed the cost of living adjustment would occur annually and the salary survey would occur every two years.

MOTION: Vice Chair Miller moved and Director Gibbons seconded the motion to recommend the support of compensation and benefits enhancements to the Board.

[svcleanenergy.org](http://svcleanenergy.org)

The motion carried unanimously with Director Rennie absent.



Courtenay C. Corrigan, Chair  
Town of Los Altos Hills

Margaret Abe-Koga, Vice Chair  
City of Mountain View

Liz Gibbons  
City of Campbell

Rod Sinks  
City of Cupertino

Daniel Harney  
City of Gilroy

Jeannie Bruins  
City of Los Altos

Rob Rennie  
Town of Los Gatos

Marsha Grilli  
City of Milpitas

Burton Craig  
City of Monte Sereno

Steve Tate  
City of Morgan Hill

Dave Cortese  
County of Santa Clara

Howard Miller  
City of Saratoga

Nancy Smith  
City of Sunnyvale

Chair Craig called a brief recess at 2:12 p.m.

The committee reconvened at 2:15 p.m. with Director Rennie absent.

### **3) FY 2018-19 Operating Budget Overview (Discussion)**

Director of Finance and Administration Eckert introduced the item and a PowerPoint presentation, and responded to committee member questions.

Vice Chair Miller requested staff explain the deltas between July 2018 to the current budget for each line item and remove the call out of the change in net surplus; Director Gibbons suggested referencing SVCE's projection in relation to reserves.

#### **Public Comment on Closed Session**

No speakers.

The committee adjourned to Closed Session at 2:43 p.m.

#### **Convene to Closed Session**

Conference with Real Property Negotiators  
Property: 333 W. El Camino Real  
Agency Negotiator: Girish Balachandran, CEO  
Negotiating Party: Sunnyvale Village Associates  
Under Negotiation: Price and terms of payment for office lease

The committee returned from Closed Session at 2:53 p.m. with Director Rennie absent.

#### **Report from Closed Session**

Chair Craig stated there was nothing to report.

#### **Committee/Staff Remarks**

None.

#### **Adjournment**

Chair Craig adjourned the meeting at 2:54 p.m.

ATTEST:

A handwritten signature in black ink, appearing to read "Andrea Pe", is written over a horizontal line.

SECRETARY

[svcleanenergy.org](http://svcleanenergy.org)

333 W El Camino Real  
Suite 290  
Sunnyvale, CA 94087