



Margaret Abe-Koga, Chair
City of Mountain View

Howard Miller, Vice Chair
City of Saratoga

Liz Gibbons
City of Campbell

Rod Sinks
City of Cupertino

Fred M. Tovar
City of Gilroy

Jeannie Bruins
City of Los Altos

Courtenay C. Corrigan
Town of Los Altos Hills

Rob Rennie
Town of Los Gatos

Bob Nuñez
City of Milpitas

Javed Ellahie
City of Monte Sereno

Yvonne Martinez Beltran
City of Morgan Hill

Susan Ellenberg
County of Santa Clara

Nancy Smith
City of Sunnyvale

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

Tuesday, August 6, 2019
12:00 pm

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

MEETING MINUTES

Call to Order

Committee Chair Miller called the meeting to order at 12:08 p.m.

Roll Call

Present:

Committee Chair Howard Miller, City of Saratoga
Committee Vice Chair Rob Rennie, Town of Los Gatos
Director Liz Gibbons, City of Campbell (participating by teleconference from 55 Alder Lane, North Falmouth, MA 02556)
Director Javed Ellahie, City of Monte Sereno
Committee member Maria Öberg, County of Santa Clara

Absent

Director Bob Nuñez, City of Milpitas

Committee Chair Miller confirmed the agenda had been posted at Director Gibbon's teleconference location.

Public Comment on Matters Not Listed on the Agenda

No speakers.

Consent Calendar

MOTION: Committee Vice Chair Rennie moved and Director Ellahie seconded the motion to approve the consent calendar.

The motion carried unanimously by roll call vote with Director Nuñez absent.

1a) Approve Minutes from the June 17, 2019 Finance and Administration Committee Meeting

1b) Approve to Recommend Human Resources Policy 5, Paid Time Off Cash-Out Option Policy

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



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Regular Calendar

2) Recommend Approval of Proposed FY 2019-20 Operating Budget (Action)

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

The committee discussed and provided feedback on the presentation which included recommended changes to the PowerPoint slides.

Management Analyst Nik Zannotto provided information on SVCE's cybersecurity plans.

Committee members discussed the proposed personnel additions, future SVCE staffing needs, and the compensation study to be completed in the summer of 2020. The committee was in consensus to request staff research metrics on staffing in other municipalities and CCAs to compare employee headcounts.

Committee Chair Miller restated a request that a legend be included on the organization chart which includes the total number of fulltime employees, interns, and consultants.

Committee members requested the first slide of the presentation show the absolute numbers for the current and previous budget years, including midyear adopted budget and proposed budget for big line items.

Director Ellahie requested staff consider purchasing an office building.

MOTION: Committee Vice Chair Rennie moved and Committee member Öberg seconded the motion to recommend the Proposed Operating Budget for FY 2019-20 to the Board of Directors.

The motion carried unanimously by roll call vote with Director Nuñez absent.

3) Long-term Power Prepay Agreement (Discussion)

Director of Finance and Administration Eckert provided a verbal update on the long-term power prepay agreement.

4) Approve Regular Meeting Schedule of the Finance and Administration Committee (Action)

Director of Finance and Administration Eckert introduced the item.

MOTION: Committee Vice Chair Rennie moved and Director Ellahie seconded the motion to approve the regular meeting date and time for the remainder of the 2019 calendar year as Tuesday, September 3, 2019 and Tuesday, October 1, 2019 from noon to 2pm at the SVCE office.

The motion carried unanimously by roll call vote with Director Nuñez absent.



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5) CEO Update (Discussion)

CEO Balachandran provided a brief report on future topics for the Finance and Administration committee.

Committee/Staff Remarks

None.

Adjournment

Committee Chair Miller adjourned the meeting at 1:49 p.m.

ATTEST:

A handwritten signature in black ink, appearing to read "Andrea Pa", is written over a light gray grid background.

SECRETARY