



**Silicon Valley Clean Energy
Audit Committee Meeting**

Monday, February 4, 2019
8:00 am

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

City of Campbell

City of Cupertino

City of Gilroy

City of Los Altos

MEETING MINUTES

Town of Los Altos Hills

Call to Order

Director Corrigan called the meeting to order at 8:14 a.m.

Town of Los Gatos

Roll Call

A roll call was not heard. All committee members were present.

City of Milpitas

Present:

Director Jeannie Bruins, City of Los Altos
Director Courtenay Corrigan, Town of Los Altos Hills
Director Nancy Smith, City of Sunnyvale

City of Monte Sereno

Absent:

None.

City of Morgan Hill

Public Comment on Matters Not Listed on the Agenda

No public speakers.

City of Mountain View

Consent Calendar

County of Santa Clara

MOTION: Director Smith moved and Director Bruins seconded the motion to approve the consent calendar.

City of Saratoga

The motion carried unanimously.

1) Approve Minutes of the January 16, 2019, Audit Committee Meeting

City of Sunnyvale

Regular Calendar

2) Receive Financial Auditor Report from Pisenti & Brinker, LLP (Discussion)

Director of Finance and Administration Don Eckert introduced Brett Bradford, CPA of Pisenti and Brinker LLP, and Michael Maher, CPA of Maher Accountancy. Bradford presented a PowerPoint presentation of the draft financial audit results and responded to committee member questions.



City of Campbell

Mike Maher provided additional information regarding a user entity controls audit.

City of Cupertino

Management Analyst Nik Zanotto provided information regarding IT controls and the security measures in place at SVCE.

City of Gilroy

Director Smith requested a definition of noncurrent assets be included in the notes section of the report.

City of Los Altos

3) Request for Information on Addition of Cybersecurity Information (Action)

Director of Finance and Administration presented the staff report on a request to issue a request for information (RFI) on cybersecurity.

Town of Los Altos Hills

Director Smith identified the following typographical errors in the draft RFI: Section 3.1.2, "Responds may comment..." should be "Respondents may comment..."; Section 3.1.5, "...such as by altering IT to suspicious activity" should be "such as by alerting IT to suspicious activity"; and Section 4.3.3, the reference to "Section 2 of the white paper" should be changed to "Section 3 of the white paper".

Town of Los Gatos

City of Milpitas

Director Smith suggested staff review the Center for Internet Security website, which lists controls and standards for cybersecurity.

City of Monte Sereno

MOTION: Director Bruins moved and Director Smith seconded the motion to approve the RFI, as amended with Director Smith's edits.

The motion carried unanimously.

City of Morgan Hill

4) Information Technology Audit Update (Discussion)

Management Analyst Zanotto provided an oral update on the information technology update, noting it would be complete for the next committee meeting.

City of Mountain View

5) Automated Meter Infrastructure Audit Update (Discussion)

County of Santa Clara

Director of Finance and Administration introduced the item and a PowerPoint presentation; Management Analyst Zanotto provided additional information on the differences between an annual IT audit versus the Automated Meter Infrastructure Audit and responded to committee member questions.

City of Saratoga

Committee/Staff Remarks

The committee was in consensus to schedule a tentative meeting on April 29, 2019 at 8:30 a.m. for the next meeting of the Audit Committee.

City of Sunnyvale

Adjournment

Director Corrigan adjourned the meeting at 9:09 a.m.

ATTEST:

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

SECRETARY