



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

Marico Sayoc
Town of Los Gatos

Carmen Montano
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 Audit Committee Meeting

Wednesday, December 4, 2019
11:30 am

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

AGENDA

Call to Order

Roll Call

Public Comment on Matters Not Listed on the Agenda

The public may provide comments on any item not on the Agenda. Speakers are limited to 3 minutes each.

Consent Calendar (Action)

- 1) Approve Minutes of the June 5, 2019, Audit Committee Meeting

Regular Calendar

- 2) Financial Audit Kick-Off (Discussion)
- 3) Cybersecurity Update (Discussion)
- 4) Select Next Audit Committee Meeting Dates (Action)

Committee/Staff Remarks

Adjourn

svcleanenergy.org

333 W El Camino Real
Suite 290
Sunnyvale, CA 94087



**Silicon Valley Clean Energy
Audit Committee Meeting**

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11:30 am

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DRAFT MINUTES

Call to Order

Director Corrigan called the meeting to order at 11:40 a.m.

Roll Call

Present:

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

Absent:

None.

Public Comment on Matters Not Listed on the Agenda

No public speakers.

Consent Calendar

MOTION: Director Bruins moved and Committee Chair Corrigan seconded the motion to approve the consent calendar.

The motion carried unanimously.

1) Approve Minutes of the February 4, 2019, Audit Committee Meeting

Regular Calendar

2) Selection of Chair for the 2019 Audit Committee (Action)

Committee Chair Corrigan introduced the item.

MOTION: Director Bruins moved and Director Smith seconded the motion to nominate Director Corrigan as Chair of the 2019 Audit Committee.

The motion carried unanimously.



Margaret Abe-Koga, Chair
City of Mountain View

Following brief discussion, the committee proceeded to identify a Vice Chair of the Committee.

Howard Miller, Vice Chair
City of Saratoga

MOTION: Director Bruins moved and Committee Chair Corrigan seconded the motion to nominate Director Smith as Vice Chair of the 2019 Audit Committee.

The motion carried unanimously.

Liz Gibbons
City of Campbell

3) Automated Meter Infrastructure Audit Results (Discussion)

Director of Administration and Finance Don Eckert introduced Steve Carter of Abbott, Stringham & Lynch, who presented a PowerPoint presentation on the results of SVCE's Automated Meter Infrastructure (AMI) audit. Management Analyst Nik Zanotto provided additional information and responded to committee member questions.

Rod Sinks
City of Cupertino

Following Item 3, Director of Finance and Administration Eckert requested to address Item 6) *2019 Audit Committee Meeting Schedule*; there were no objections.

Fred M. Tovar
City of Gilroy

6) 2019 Audit Committee Meeting Schedule

Director of Finance and Administration Eckert introduced the item; following brief discussion, the committee was in consensus to schedule the next Audit Committee Meeting for Wednesday, December 4th, at 11:30 a.m.

Jeannie Bruins
City of Los Altos

Director Bruins requested staff send a calendar invite to secure the date and time of the next meeting on committee member's calendars.

Courtenay C. Corrigan
Town of Los Altos Hills

Following Item 6, the committee heard Item 4.

Marico Sayoc
Town of Los Gatos

4) Information Technology Audit Results (Discussion)

Management Analyst Zanotto presented a PowerPoint presentation and responded to committee member questions.

Bob Nuñez
City of Milpitas

Director of Finance and Administration distributed an example of a sign-off sheet that would be issued to all newly hired staff regarding data security.

Javed Ellahie
City of Monte Sereno

5) Report on Cybersecurity Request for Information Results (Discussion)

Management Analyst Zanotto introduced the item and a PowerPoint presentation; copies of the request for information (RFI) responses were provided to committee members. Staff responded to committee member questions.

Yvonne Martinez Beltran
City of Morgan Hill

Director Bruins confirmed staff has a set of priorities which they are addressing prior to policy review, and noted the importance of cybersecurity conversations in closed versus open session meetings.

Susan Ellenberg
County of Santa Clara

Committee Chair Corrigan left the meeting at 12:39 p.m.

Nancy Smith
City of Sunnyvale

Committee/Staff Remarks

None.

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Margaret Abe-Koga, Chair
City of Mountain View

Adjournment

Committee Vice Chair Smith adjourned the meeting at 12:44 p.m.

Howard Miller, Vice Chair
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City of Campbell

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City of Cupertino

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Staff Report – Item 2

Item 2: Financial Audit Kick-Off

To: Silicon Valley Clean Energy Audit Committee

Prepared by: Don Eckert, Director of Finance and Administration

Date: 12/4/2019

This item will be addressed in the form of an oral report to the Audit Committee from the independent auditor.



Staff Report – Item 3

Item 3: **Cybersecurity Update**

To: Silicon Valley Clean Energy Audit Committee

Prepared by: Don Eckert, Director of Finance and Administration

Date: 12/4/2019

This item will be addressed in the form of a presentation to the Audit Committee from Management Analyst Nik Zanutto.



Staff Report – Item 4

Item 4: Select Next Audit Committee Meeting Dates

To: Silicon Valley Clean Energy Audit Committee

Prepared by: Don Eckert, Director of Finance and Administration

Date: 12/4/2019

RECOMMENDATION

Approve meeting dates and times for the next Audit Committee meetings.

BACKGROUND

At the February 14, 2018 Board of Directors meeting, the SVCEA Board approved FP1-A, *Establish Audit Committee*. The purpose of the Audit Committee, among other things is to:

- Oversee the accounting and financial reporting process and the audit of the Agency’s financial statements by the independent auditor; and
- Monitor compliance with the conflict of interest policy
 - Each member shall be free of any relationship that, in the opinion of the Board of Directors, would interfere with his or her individual exercise of independent judgement.

ANALYSIS & DISCUSSION

Staff would like to schedule the next Audit Committee meetings for mid-January to allow for the Independent Auditor to discuss agency issues with the Audit Committee members, and early February 2020 before the February Board of Directors meeting to receive the audit results.

The meeting would be held at the SVCE office located at 333 W. El Camino Real, Suite 290 in Sunnyvale.

STRATEGIC PLAN

N/A

ALTERNATIVE

This item is for discussion; staff is open to any suggestions from the committee.

FISCAL IMPACT

No fiscal impact as a result of selecting a committee meeting date and time.