



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

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 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

### MEETING MINUTES

#### **Call to Order**

Committee Chair Corrigan called the meeting to order at 11:36 a.m.

#### **Roll Call**

##### **Present:**

Committee Chair Courtenay Corrigan, Town of Los Altos Hills  
Committee Vice Chair Nancy Smith, City of Sunnyvale

##### **Absent:**

Director Jeannie Bruins, City of Los Atos

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

No public speakers.

#### **Consent Calendar**

MOTION: Committee Vice Chair Smith moved and Committee Chair Corrigan seconded the motion to approve the consent calendar.

The motion carried unanimously with Director Bruins absent.

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

Committee Chair Corrigan requested the committee hear Item 3) *Cybersecurity Update* prior to Item 2) *Financial Audit Kick-Off* to allow time for the independent auditor to arrive; there were no objections from the committee.

#### **Regular Calendar**

#### **3) Cybersecurity Update (Discussion)**

Item 3 was heard prior to Item 2.



Margaret Abe-Koga, Chair  
City of Mountain View

Director of Finance and Administration Don Eckert introduced the item; Management Analyst Nik Zanutto presented a PowerPoint presentation. Staff responded to committee member questions.

Howard Miller, Vice Chair  
City of Saratoga

Committee Vice Chair Smith offered to connect SVCE staff with City of Sunnyvale staff on policy and ransomware for benchmarking purposes.

Liz Gibbons  
City of Campbell

Following Item 3, the committee heard Item 2.

## **2) Financial Audit Kick-Off (Discussion)**

Rod Sinks  
City of Cupertino

Independent auditor Brett Bradford of Piseni & Brinker, LLP reviewed comments from last year's financial audit and provided a preview of the upcoming audit.

Fred M. Tovar  
City of Gilroy

Director of Finance and Administration Eckert requested to view the Calpine System and Organization Controls report.

Jeannie Bruins  
City of Los Altos

Staff noted they would explore completing a comprehensive annual financial report (CAFR).

The committee discussed a future meeting schedule with the financial auditor.

Courtenay C. Corrigan  
Town of Los Altos Hills

Following Item 2, the committee considered Item 4.

## **4) Select Next Audit Committee Meeting Dates (Action)**

Marico Sayoc  
Town of Los Gatos

Director of Finance and Administration Eckert introduced the item to schedule two Audit Committee meetings prior to the February 12, 2020 Board meeting.

Bob Nuñez  
City of Milpitas

Following discussion, the committee was in consensus to schedule the next Audit Committee meetings for February 5, 2020 at 11:30 a.m. and either January 22, 2020 or January 27, 2020 at 1:00 p.m., based on Director Bruins' availability.

Javed Ellahie  
City of Monte Sereno

Committee Chair Corrigan requested Board Clerk Andrea Pizano confirm the dates and send invitations out to committee members and the financial auditor.

Yvonne Martinez Beltran  
City of Morgan Hill

### **Committee/Staff Remarks**

Director of Finance and Administration Eckert inquired if the current Audit Committee members had an interest in serving on the committee in 2020; both of the present members expressed interest. The group agreed to tentatively hold May 6, 2020 at 11:30 a.m. for an additional Audit Committee meeting.

Susan Ellenberg  
County of Santa Clara

### **Adjournment**

Nancy Smith  
City of Sunnyvale

Committee Chair Corrigan adjourned the meeting at 12:27 p.m.

ATTEST:

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

SECRETARY

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

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