

VALLEY CLEAN ENERGY ALLIANCE

Staff Report – Item 6

TO: Valley Clean Energy Alliance Board of Directors

FROM: Mitch Sears, Sustainability manager, City of Davis

SUBJECT: Election of Officers

DATE: December 13, 2016

Recommendations

1. Elect a Board Chair and Vice Chair who shall be a seated member of the Board of Directors.
2. Provide direction to authorize the City Clerk of the City of Davis to serve as interim Board Secretary.
3. Provide direction to authorize the Chief Financial Officer of the County of Yolo to serve as Board Treasurer/Auditor.

Analysis and Discussion

Pursuant to Section 3.9 of the Valley Clean Energy Alliance Joint Powers Authority (JPA) Agreement, the Board of Directors shall appoint the following Board Officers:

Chair and Vice Chair: Based on the JPA Agreement, the Chair and Vice Chair shall be selected from among the Board members. The Chair is the presiding officer over all Board meetings, and the Vice Chair serves in the absence of the Chair. The Chair and Vice Chair shall serve at the pleasure of the Board and there is no limit on the number of terms held by the Chair or Vice Chair.

Secretary: The Secretary is responsible for keeping the minutes of all Board meetings (that is, ensuring the minute meetings are completed and retained), and keeping other official records of the Authority. The Secretary does not have to be a member of the Board. Staff is proposing that the Board appoint the City Clerk of the City of Davis to serve as Secretary on an interim basis, until such time that VCEA hires staff appropriate for this role.

Treasurer and Auditor: Based on the JPA Agreement, the Board shall appoint a qualified person to act as Treasurer and a qualified person to act as Auditor. The same person can serve as both Treasurer and Auditor and does not have to be a member of the Board. The Treasurer acts as the depository of the Agency's funds and has custody of all the money of the Agency. Sections 3.9.3 and 5.1-5.3.4 of the Joint Powers Agreement further specifies the duties and obligations

of the Treasurer. Staff is proposing that the Board appoint the Chief Financial Officer of the County of Yolo to fulfill these functions.