



Staff Report Item 14

TO: East Bay Community Energy Board of Directors

FROM: Bruce Jensen, Alameda County Community Development Agency

SUBJECT: Discussion of Regular Board Meeting Schedule and Location

DATE: January 30, 2017

Staff Recommendation

Provide feedback and direction to establish a regular day, time and location for monthly EBCE Board of Directors meetings and any additional Board meetings as may be needed throughout the Agency's implementation phase.

Background

Section 4.13 of the Joint Exercise of Powers Agreement creating the East Bay Community Energy Authority provides that the date, hour and place of each regular meeting of the Board of Directors shall be approved by action of the Board.

Analysis and Discussion

Staff is seeking feedback on a regular Board meeting day, time and location each month. Based on initial research of established City Council and Board of Supervisor meetings, it appears that generally, Wednesdays and Fridays offer the best options for most Board members, as these days are least encumbered by scheduled City Council meetings and other gatherings (pending other meetings and obligations)

Staff is also interested in whether the Directors prefer daytime or evening meetings in order to facilitate greatest attendance and participation. This would potentially be more flexible for many Directors and also provide options for meeting locations. Staff have also been conducting an online Doodle Poll to assess Directors' availability; Staff will have poll results by the date of the meeting.

There is a small possibility that the Board may need to meet more than once per month during the implementation phase of EBCE. Dates for these additional/special Board meetings have not been determined but will be duly noticed in advance as required by State law.

Regarding location, staff recommends, for now, that the EBCE Board meet at the Hayward City Council Chambers until such time that a permanent meeting location is identified. The Hayward Council Chamber is recommended due to its central location in the County, ability to handle EBCE's large number of Board

members, and availability of meeting infrastructure such as microphones, recording services and seating for members of the public.

The Hayward Council chambers have a wide array of time availability. Availability is as follows (from the attached memo (Attachment 14-A), dated January 30, 2017 from the City Manager for Hayward, Ms. Kelly McAdoo):

Evening meetings:

- Thursday: 1st and 3rd Thursday evenings
- Wednesdays: 1st and 3rd Wednesday evenings, except for April 5, April 19, June 7. However, April 12, April 26 June 14 and June 21 are available.

Daytime meetings:

- Mondays: Every Monday except February 13, when only available from 8 am to 1 pm
- Tuesdays: Every Tuesday except February 14 and March 14
- Wednesdays: Starting February 22, every Wednesday except March 1 and April 26
- Thursday: Every 1st, 2nd and 4th Thursdays
- Friday: Every Friday except March 17 and March 24

If the Directors or other persons know of additional locations that could adequately accommodate the JPA Board and audiences, Staff would welcome this information.

Fiscal Impact

If the Board approves use of the Hayward Council Chambers, the City of Hayward will assess a user fee of \$620 per meeting (as of the date of this writing) that will include use of the facility, room rental, and recording services. The cost of using other suitable locations are unknown at this time.