



Staff Report Item 10

TO: East Bay Community Energy Board of Directors
FROM: Bruce Jensen, Alameda County Community Development Agency
SUBJECT: Discussion of Regular Board Meeting Schedule, Time and Location
DATE: February 15, 2017

Recommendations

1. Approve a regular day, time, and location for monthly or bi-monthly EBCE Board of Director meetings.
2. Approve the 2017 Board calendar. Please note that Board meetings are indicated as bi-weekly through July, 2017 unless otherwise directed by the Board.

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

Day and Time: Staff is proposing that the Board's regular meetings be held on the first Wednesday of each month starting at 6:00 pm. If the Board needs to meet twice per month during early program implementation, that meeting will be held on the third Wednesday of each month at 6:00 pm. Please note the two exceptions to this schedule, due to room unavailability, in the Board calendar below.

Meeting Location: As directed by the Board at its last meeting, staff followed up with representatives from the City of Hayward regarding use of their Council Chamber for EBCE Board meetings. As previously noted, 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 cost to rent the Hayward Council Chambers is \$700 per meeting.

Hayward city staff checked room availability and while most 1st and 3rd Wednesdays are available, there are a few exceptions as noted below.

Proposed 2017 Board Calendar: All meetings will be held at the Hayward City Council Chambers beginning at 6 pm unless otherwise indicated.

Date	Notes
January 30	Inaugural Board meeting
February 15	Regular Board meeting
March 1	Regular Board meeting
March 15	Second meeting if needed
April 12*	Regular Board meeting
April 19	Second meeting if needed; 4/26 is also available if preferred
May 3	Regular Board meeting
May 17	Second meeting if needed
June 14*	Regular Board Meeting
June 21	Second meeting if needed
July 5	Regular Board meeting
July 19	Second meeting if needed
August 2	Regular Board meeting
September 6	Regular Board meeting
October 4	Regular Board meeting
November 1	Regular Board meeting
December 6	Regular Board meeting

*This is the *second* Wednesday. April 5th and June 7th are unavailable.

Fiscal Impact

If the Board approves use of the Hayward Council Chambers, the City of Hayward will assess a user fee of \$700 per meeting that will include use of the facility, room rental, and recording services.