



**Executive Committee Meeting**  
**Wednesday, March 4, 2026**  
3:00 pm

In Person:

Altamont Conference Room  
Ava Community Energy  
1999 Harrison St, Suite 2300  
Oakland, CA 94612

Or from the following locations:

Hayward City Hall, Conference Room 4A, 777 B St, Hayward, CA 94541  
Stockton City Hall, 425 N El Dorado St., Stockton CA 95202  
Balch Enterprises, Inc. - 30960 Huntwood Avenue, Hayward, CA 94544  
Larch Clover Community Center – 11157 West Larch Road, Tracy, CA 95376

Via Zoom:

<https://avaenergy-org.zoom.us/j/88267670367>

Or join by phone:

Dial(for higher quality, dial a number based on your current location):  
US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592  
or +1 312 626 6799 or 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free)  
Webinar ID: 882 676 70367

*Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the meeting materials, should contact the Clerk of the Board at least 2 working days before the meeting at (510) 906-0491 or [cob@avaenergy.org](mailto:cob@avaenergy.org).*

*If you have anything that you wish to be distributed to the Executive Committee, please email it to the clerk by 5:00 pm the day prior to the meeting.*

**1. Welcome & Roll Call**

**2. Public Comment**

*This item is reserved for persons wishing to address the Executive Committee on any Ava Community Energy-related matters that are not otherwise on this meeting agenda. Public comments on matters listed on the agenda shall be heard at the time the matter is called. As with all public comment, members of the public who wish to address the Committee are*

*customarily limited to three minutes per speaker and must complete an electronic [speaker slip](#). The Executive Committee Chair may increase or decrease the time allotted to each speaker.*

- 3. Approval of Minutes from January 14, 2025**
- 4. Conference Sponsorship Policy for Board Members (Informational Item)**  
Written policy governing reimbursement to Board Members for designated sponsorship attendance
- 5. Prepay Trustee Bank Change (Informational Item)**  
Briefing on proposed Trustee Bank replacement for Ava's Prepay transactions
- 6. Committee Member and Staff Announcements including requests to place items on future Executive Committee Agendas**
- 7. Adjourn**

The next Executive Committee meeting will be held on Wednesday, April 1, 2026 at 3pm.

# Board Meeting Access Instructions

If you need help finding or accessing the building, please call our Ava representative who is stationed in the building lobby: 510-393-0492.

## Directions

### Directions via BART

If you are taking BART: the 19th Street station is the closest stop to our office and is about a 5 minute walk away. Use the 20th St / Thomas L. Berkeley Way station exit.

### Directions via Bike

Bike riders wanting to park their bike inside the parking garage can enter through the main building lobby. Bike parking is available on the parking garage first level right in front of the garage elevators.

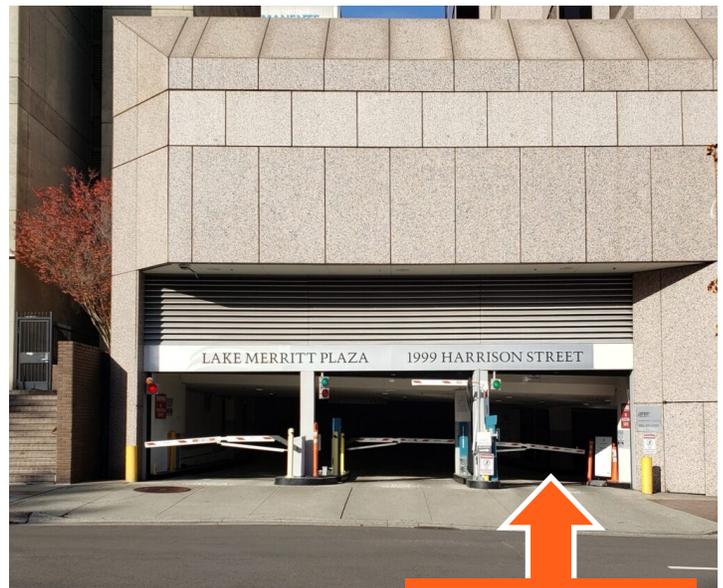
### Directions to Parking Garage via Car

The entrance to the building's attached garage is located on Harrison Street. If you're driving northbound on Harrison Street, as soon as you cross 19th St. the garage entrance is 3/4 down on your left-hand side. If you're heading east on Thomas L Berkeley Way/20th St. Continue East then make a right turn on Harrison Street, and the garage entrance is a quarter block up on your right-hand side.

When you arrive, enter via the gate labeled "Public Parkers". There are four floors of the parking garage, and you will need to take the elevator in the parking garage to the first floor. The parking attendant or an Ava representative will provide access into the building lobby.

The parking garage entry gate will be open until 8pm for CAC and BOD meetings. Attendees can exit the parking garage until 11pm.

**Note that the garage's parking fee is \$30 per use. Street parking is widely available near the building and free after 6pm.**



Public Parkers entrance

## Check-in at Security Desk

When you arrive at our building, please check in with the security desk in the lobby to get access to the elevators. If you have questions or need assistance, an Ava representative will be stationed and identifiable in the lobby. They can be reached at: 510-393-0492.



**Draft Minutes**  
**Executive Committee Meeting**  
**Wednesday, January 14, 2026**  
3:00 pm

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**1. Welcome & Roll Call**

**Present:** Members: Marquez (Alameda County), Balch (Pleasanton), Andersen (Piedmont), Vice-Chair Roche (Hayward) and Chair Gonzalez (San Leandro)

**Not Present:** Member Fugazi (Stockton),

**2. (0:55) Public Comment**

*This item is reserved for persons wishing to address the Executive Committee on any Ava Community Energy-related matters that are not otherwise on this meeting agenda. Public comments on matters listed on the agenda shall be heard at the time the matter is called. As with all public comment, members of the public who wish to address the Committee are customarily limited to three minutes per speaker and must complete an electronic [speaker slip](#). The Executive Committee Chair may increase or decrease the time allotted to each speaker.*

**There were no speakers for public comment.**

**3. (1:25) Approval of Minutes from December 3, 2025**

**Member Andersen motioned to approve the minutes. Member Marquez seconded the motion, which was approved 4/0/1/0/1 (yes, no, abstain, recuse, not present)**

**Yes: Members: Marquez, Balch, Andersen, Vice-Chair Roche and Chair Gonzalez**

**No: none**

**Abstain: none**

**Recuse: none**

**Not Present: Member Fugazi**

**4. (2:30) Customer Care and Data Management Services Procurement Plan (Informational Item)** Informational item regarding staff intentions to follow the procurement policy for CCDMS contracting

**Kelly Brezovec, Senior Director, Account Services**, introduced the item and addressed questions from the Executive Committee

**(14:15) Public Comment – Jim Lutz**, CAC member but speaking in his own capacity, expressed concern about the outsourcing of mission critical services, and requested that the board consider which tasks and services should be outsourced and which would be appropriate to develop in-house.

**5. (37:03) Committee Member and Staff Announcements including requests to place items on future Executive Committee Agendas**

- **CEO Chang** announced that the next meeting conflicts with lobby day scheduling, so he anticipates canceling that meeting.
- **Kelly Brezovec** announced that applications and reapplications for Community Advisory Committee positions opened today. Applications can be found at [avaenergy.org/cac-app](http://avaenergy.org/cac-app). The deadline is Friday, February 20th at noon.

**6. (39:19) Adjourn**

**The meeting was adjourned at 3:40pm.**



### Staff Report Item 4

<b>To:</b>	Ava Community Energy Authority
<b>From:</b>	John Perkins, Legal Director and Deputy General Counsel
<b>Subject:</b>	Implementing a policy governing reimbursement of Board Members for expenses related to attendance of designated conferences.
<b>Date:</b>	March 4 Executive Committee Meeting

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#### **Summary/Recommendation**

This Staff Report proposes the implementation of a policy to authorize limited reimbursement of conference registration fees and reasonable related expenses incurred by members of the Board of Directors when attendance is reasonably related to the mission, programs, or governance responsibilities of Ava in order to standardize Ava's handling of reimbursement requests and ensure transparency and legal compliance.

This is informational at this time and no action is required.

#### **Financial Impact**

Ava will budget annually to account for estimated costs, which will differ year to year based on conference location and registration fees.

#### **Analysis and Context**

Staff proposes establishing an event reimbursement policy for the Board of Directors to provide a consistent response to requests by Directors for reimbursement for their attendance of industry events. This is a question that has arisen periodically from Directors, and the draft policy takes into consideration California Government Code section 53232.2, which requires a local agency to adopt a written policy governing the reimbursement of actual and necessary expenses incurred by elected or appointed officials in the performance of official duties.

In order to reduce the burden on both Staff and the Board, the draft policy proposes pre-approval of only two events, both of which are materially relevant to Ava's mission:

- CalCCA Annual Conference
- CAISO Stakeholder Symposium

Ava will reimburse reasonable travel expenses provided that costs are in alignment with those available from the U.S. Government Services Administration. Ava will provide an online portal for the submission of requests and supporting documentation such as receipts.

### **Committee Recommendation**

Staff is seeking input from the Executive Committee prior to bringing the matter to the full Board.

### **Attachments**

- A. Draft Conference Expenditures Reimbursement Policy for Ava Directors

# Conference Expenditures Reimbursement Policy for Ava Directors

## Purpose

The purpose of this policy is to authorize limited reimbursement of conference registration fees and reasonable related expenses incurred by members of the Board of Directors (“Directors”) of Ava Community Energy Authority (“Ava”) when attendance is reasonably related to the mission, programs, or governance responsibilities of Ava, and to ensure transparency, accountability, and compliance with applicable California law.

## Governance

This policy is adopted pursuant to California Government Code section 53232.2, which requires a local agency to adopt a written policy governing the reimbursement of actual and necessary expenses incurred by elected or appointed officials in the performance of official duties.

## Scope

This policy applies to all members of the Board of Directors of Ava.

## Eligible Events

Reimbursement may be provided exclusively for reimbursable expenses associated with the following events:

- CalCCA Annual Conference
- CAISO Stakeholder Symposium

## Reimbursable Expenses

Ava may reimburse only (i) conference registration fees, including mandatory materials included in the registration cost and (ii) reasonable costs of travel, lodging, and meals subject to the requirements of this policy. A cost shall be deemed reasonable if it aligns with the costs available from the United States General Services Administration (<https://www.gsa.gov/travel> as of the date this policy was adopted).

## Non-Reimbursable Expenses

Expenses that Ava will not reimburse include, but are not limited to:

- Personal expenses of any kind
- Expenses incurred by spouses, partners, family members, or guests

## Reimbursement Procedure

To receive reimbursement, the Director shall submit:

- A completed reimbursement request form; and
- Itemized proof of payment, such as receipts or other suitably corroborating documentation.

Reimbursement requests must be submitted no later than 60 days following the conclusion of the event via Ramp.com or such successor process as Staff may designate from time to time upon prior notice to the Board of Directors.

## Budget and Fiscal Controls

All reimbursements under this policy are subject to:

- Availability of appropriated funds; and
- Compliance with Ava's accounting and internal control procedures.

Nothing in this policy creates an entitlement to reimbursement.

## Public Transparency

Reimbursements made pursuant to this policy shall be documented and disclosed in accordance with applicable open meeting, public records, and financial reporting laws.

# Prepay Trustee Bank Replacement

Rusty Mills

March 4, 2026



# Role of Trustee/Custodian in the Prepay Transactions

**Ava has entered five energy prepayments in conjunction with CCCFA, including two transactions that closed in 2025.**

- All five have Bank of New York Mellon (BNY) as Trustee.
- Started using BNY with first prepay in 2021 with SVCE – through Morgan Stanley

## **Trustee and Custodial Services within the Prepay Structure**

- Trustee acts as a third-party administrator to maintain custody of the dedicated accounts for each transaction and make payments to bondholders and various counterparties on a timely basis.
- Ava interfaces with the Trustee and Custodian each month to deliver invoices, review documentation, process monthly payments and withdrawals, and review account activity.

## **More efficient to use Single Custodial Bank**

- In general, using a single Trustee / Custodian to serve all transactions is more operationally-efficient for staff than using multiple institutions and/or bifurcating the Trustee / Custodian roles within a single transaction.

# Ava Seeking Approval to Replace Trustee/Custodian

**Ava staff has determined it beneficial to replace its legacy Trustee and Custodian, BNY from its role for all five prepays for operational and financial reasons and utilize US Bank.**

- US Bank offers a more robust web-based platform for downloading key transaction information not previously available with the legacy Trustee / Custodian.
- Staff concerns with performance and latency of responsiveness with the legacy Trustee / Custodian.
- Ava expects to save up to \$64,900 per year in trustee and custodial fees (or roughly \$13,000 per transaction).
  - Ava will incur bond counsel expenses in drafting legal notices and amendments to transition to the successor Trustee and Custodian – less than \$50k to be split with SVCE

## **US Bank - the leading municipal trustee and custodial service providers in the United States**

- Deep experience in energy prepayment transactions; serves as trustee for almost all other CCA transactions.
- At year-end 2025, the U.S. Bank Global Trust group had over \$9.2 trillion assets under management across 194,000 transactions.
- Has the largest market share (45%) for trust services for U.S. municipal issuances.

# Next Steps

## Bond Counsel has recommended that Staff seek an approving Resolution from our Board and from CCCFA's Board

- Staff Report and Resolution will be provided to the Board ahead of March meeting
  - Will be on Consent due to its administrative nature
- SVCE concurrently seeking approval from its Board
- With Ava approval, CCCFA Board will have it agendized at their March 26th meeting for approval
- Notices will be filed to the investment community ahead of the substitution on May 1st