



**REGULAR MEETING of the Audit and Finance Committee  
of the Peninsula Clean Energy Authority (PCEA)  
Monday, December 11, 2017  
MINUTES**

2075 Woodside Road, Redwood City, CA  
10:00 a.m.

**CALL TO ORDER**

Meeting was called to order at 10:07 a.m.

**ROLL CALL**

**Present:** Donna Colson, City of Burlingame, *Chair*  
Carlos Romero, City of East Palo Alto  
Laurence May, Town of Hillsborough

**Absent:** Lori Liu, City of Brisbane

**Staff:** Jan Pepper, Chief Executive Officer, Peninsula Clean Energy  
Jay Modi, Director of Finance and Administration, Peninsula Clean Energy  
Anne Bartoletti, Board Clerk, Peninsula Clean Energy  
Michael J. Maher, CPA, Maher Accountancy

**A quorum was established.**

**PUBLIC COMMENT**

No public comment.

**ACTION TO SET THE AGENDA AND APPROVE CONSENT AGENDA ITEMS**

Motion Made / Seconded: May / Romero

**Motion passed unanimously 3-0 (Absent: Liu)**

**REGULAR AGENDA****1) CHAIR REPORT**

Donna Colson—Chair—welcomed committee members and reported that Peninsula Clean Energy's (PCE) loans to the County of San Mateo and Barclays Bank have been paid off. She also reported that Lori Liu is stepping down from the Audit and Finance Committee.

**2) COMMITTEE MEMBERS' REPORTS**

None.

**3) REVIEW ANNUAL AUDIT REPORT**

Donna Colson introduced Brett Bradford and Matt Brewer from Pisenti & Brinker LLP, PCE's auditors. Brett Bradford reported that the audit went smoothly with no findings, and will be presented to the Board on Thursday, December 14, 2017. Jan Pepper—CEO—reported that PCE's audit covers a partial year to June 2016 and a full year through June 2017. The Committee members expressed support for the PCE Board's acceptance of this audit report at the next opportunity.

**4) MIDYEAR BUDGET UPDATE**

Jan Pepper reported that she is not recommending any changes to the budget for this fiscal year. She reported that revenues are slightly lower than anticipated based on initial load projections, but PCE's costs were lower by an equivalent amount and offset those revenues. Jan reported that next fiscal year the load forecast will be based on actual metered data, which will result in more accurate revenue projections.

**5) RECOMMEND APPROVAL OF INVESTMENT POLICY**

Jay Modi—Director of Finance and Administration—reported that a draft investment policy was created based on examples of local city investment policies, and California government agency code. Committee members reviewed the investment policy and discussed its purpose, risks, safeguards, investment options, and investment guidelines. There was general consensus among the Committee members that they will continue discussion of the investment policy at the next Audit and Finance Committee meeting.

**6) BANK MOVE UPDATE**

Jay Modi reported that PCE has moved its bank account from Union Bank to First Republic Bank, with the transition going smoothly.

**ADJOURNMENT**

Meeting was adjourned at 12:20 p.m.