

SAN DIEGO REGIONAL COMMUNITY CHOICE ENERGY AUTHORITY

Staff Report – Item 5

To: SDRCCEA Board of Directors

From: Cody Hooven, SDRCCEA Interim Executive Officer
Director/Chief Sustainability Officer, City of San Diego

Subject: Election of Board Chair and Vice Chair and Appointment of Interim Board Secretary

Date: November 21, 2019

Recommendations

- a) Elect a Board Chair and Vice Chair who shall be seated members of the Board;
- b) Appoint Megan Wiegelman, Board Clerk from the City of La Mesa, to serve as interim Board Secretary until a permanent Secretary is identified.

Discussion and Analysis

- A. **Chair and Vice Chair.** Pursuant to Section 5.2 of the San Diego Regional Community Choice Energy Authority Joint Powers Agreement, the Board of Directors of the Authority shall elect a Chair and Vice Chair from among its Directors. The Chair shall be the presiding officer of all Board meetings, and the Vice Chair shall serve in the absence of the Chair. The term of office for the Chair and Vice Chair shall continue for one year, but there shall be no limit on the number of terms held by either the Chair or Vice Chair.
- B. **Secretary.** Section 5.3 of the JPA Agreement states that the Board shall appoint a qualified person who is not on the Board to serve as Secretary. The Secretary shall be responsible for keeping the minutes of all meetings of the Board and all other office records of the Authority. If the appointed Secretary is an employee of any Party, such Party shall be entitled to reimbursement for any documented out of pocket costs it incurs in connection with such employee's service as Secretary of the Authority, and full cost recovery for any documented hours of service provided by such employee during such Party's normal working hours.

As noted, it is anticipated that time and expenses attributable to Ms. Wiegelman's interim Secretary role will be tracked as a component of the Party's (City of La Mesa) reimbursable expenses associated with the formation of SDRCCEA.