

---

SPECIAL MEETING MINUTES

February 26, 2018

3:30 PM

**I. Call to Order & Orders of the Day**

**Roll Call**

PRESENT: Anthony Strawa, Reza Sadeghian, Benjamin Foster, Richard Zahner, Daniel Zazueta, Ruth Merino, Matt Mahan, Stephanie Gutowski, Katy Nomura (3:33 p.m)

ABSENT: None.

STAFF: Assist City Attorney Ed Moran, City Clerk Toni Taber, Commission Secretary Keila Cisneros, Director of Community Energy Department Lori Mitchell (4:43 p.m)

**Call to Order & Orders of the Day**

City Clerk Toni Taber convened the Clean Energy Community Advisory Commission at 3:35 p.m in Room T-1446 of City Hall, 200 E. Santa Clara Street, CA 95113.

**II. Oath of Office**

A. Taken by commission at 3:36 p.m. and administered by City Clerk Toni Taber.

**III. Public Record**

None on file.

**IV. Public Comment**

There was no public testimony.

**V. Consent Calendar**

There were no consent items.

**VI. Reports and Information Only**

- A. PowerPoint Presentation *Boards and Commissions Training Material*
- B. California Brown Act *Opening Meeting law*
- C. Council Policy 0-4 *Consolidated Policy Governing Boards and Commissions*
- D. Robert's Rules of Order *Parliamentary Procedures*
- E. San José Municipal Code 2.08 *Rules for Boards and Commissions*

Documents Filed: PowerPoint Presentation (Boards and Commissions Training Material), California Brown Act (Opening Meeting law), Council Policy 0-4 (Consolidated

Policy Governing Boards and Commissions), Robert's Rules of Order (Parliamentary Procedures), San José Munciple Code 2.08 (Rules for Boards and Commissions).

Discussion: Assistant City Attorney Ed Moran made a presentation on the Brown Act, Conflict of Interest and City Polices. Commission discussion ensued.

Lor Mitchell, Director of CED, entered at 4:43 p.m. Introductions were made. Discussion ensued. Ed Moran leavs at 4:50 p.m.

**VII. Old Business**

There was no old business.

**VIII. New Business**

No new business.

**IX. Meeting Schedule and Agenda Items**

*The next regular meeting will be Monday, March 19, 2018 at 6:00 pm., T-1446*

**X. Adjournment**

The meeting was adjourned at approximately 5:25 p.m.

  
DANIEL ZAZUETA, CHAIR

ATTEST:  
COUNCIL APPOINTMENT ADVISORY COMMISSION SECRETARY

  
KEILA CISNEROS, STAFF SPECIALIST