



**Valley Clean Energy Alliance (VCEA)
Community Advisory Committee (CAC) Meeting
Monday, October 1, 2018
at 5:30 P.M., Davis Senior Center, 646 A Street, Davis, CA 95616**

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 Alisa Lembke, VCEA Board Clerk/Administrative Analyst, at least two (2) working days before the meeting at (530) 446-2754 or Alisa.Lembke@valleycleanenergy.org.

If you have anything that you wish to be distributed to the Committee and included in the official record, please hand it to a member of VCEA staff who will distribute the information to the Board members and other staff.

Committee Members: Gerry Braun (Chair), Christine Shewmaker (Vice-Chair), Marsha Baird (Secretary), Mark Aulman, Yvonne Hunter, Lorenzo Kristov, and David Springer.

5:30 PM CALL TO ORDER

- 1. Welcome and Roll Call**
- 2. Approval of Agenda**
- 3. Public Comment** - This item is reserved for persons wishing to address the Advisory Committee on any VCEA-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 two minutes per speaker, but an extension can be provided at the discretion of the Chair.
- 4. Brief VCEA Staff and Advisory Task Group Reports** - Representatives of VCEA staff and active Task Groups will provide updates on on-going work. Task Group recommendations requiring Committee attention require a regular agenda item. Summaries of written reports received by the Committee in advance of the meeting will receive a time allocation of up to ten minutes. Otherwise, the time allocation will be five minutes, including questions and answers. The Committee may decide to allocate additional time at the end of the regular agenda.

CONSENT AGENDA

- 5. Approval of draft August 29, 2018 Committee Meeting Minutes**



VALLEY
CLEAN ENERGY

REGULAR AGENDA

6. **Review, discuss and receive revisions to draft CAC First Year Progress Report (60 minutes)**
7. **Review and discuss draft revised CAC Charge (5 minutes)**
8. **Community Advisory Committee Administration (15 minutes)**
 - A. **Discuss Member reappointments**
 - B. **Request to develop criteria for new Member recruitment and selection process**
 - C. **Discuss requests for Task Group and non-CAC Member(s) assistance**
9. **Review and discuss Board and CAC Long Range Calendars and Work Plans (10 minutes)**
 - A. **Local Resource Development Update**
 - B. **Progress on Interated Resource Plan (IRP) Action Steps**
10. **Advisory Committee Member and Staff Announcements**

Action items and reports from members of the Advisory Committee, including announcements, future agenda items, and reports on meetings and information which would be of interest to the Committee or the public.

The next Community Advisory Committee meeting is scheduled for Monday, October 29, 2018 at 5:30 p.m. at the Yolo County Department of Community Services, Cache Creek Room, 292 W. Beamer St., Woodland, CA 95695.

The next Valley Clean Energy Alliance (Special) *Board* meeting is scheduled for Thursday, October 18, 2018, at 6:00 p.m. at the Yolo County Yolo County Library Davis Branch, Blanchard Room, 315 E 14th St, Davis, CA 95616.

11. **Adjournment (Approximately 7:30 p.m.)**

Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. VCEA public records are available for inspection by contacting Board Clerk Alisa Lembke at (530) 446-2750 or Alisa.Lembke@ValleyCleanEnergy.org. Agendas and Board meeting materials can be inspected at VCEA's offices located at 604 2nd Street, Davis, California 95616; those interested in inspecting these materials are asked to call (530) 446-2750 to make arrangements. Documents are also available on the Valley Clean Energy website located at: www.valleycleanenergy.org/meetings.

**VALLEY CLEAN ENERGY ALLIANCE
COMMUNITY ADVISORY COMMITTEE**

Staff Report Item - 5

TO: VCEA Community Advisory Committee
FROM: Alisa Lembke, Board Clerk/Administrative Analyst
SUBJECT: CAC Draft August 29, 2018 Meeting Minutes
DATE: October 1, 2018

Recommendation

Receive, review and approve the attached draft August 29, 2018 CAC meeting Minutes.

MINUTES OF THE VALLEY CLEAN ENERGY ALLIANCE
COMMUNITY ADVISORY COMMITTEE MEETING
Wednesday, August 29, 2018

Chairperson Gerry Braun opened the Community Advisory Committee of the Valley Clean Energy Alliance in regular session beginning at 5:31 p.m. at the Yolo County Department of Community Services, Cache Creek Room, 292 W. Beamer Street, Woodland, California.

Welcome and Roll Call

Committee Members Present: Gerry Braun (Chair), Christine Shewmaker (Vice-Chair), Tom Flynn, Yvonne Hunter, David Springer, Lorenzo Kristov, and Marsha Baird

Committee Members Absent: Mark Aulman

Approval of Agenda

Hunter made a motion to approve the August 29, 2018 Agenda, seconded by Baird. Motion passed unanimously by the following vote:

AYES: Braun, Shewmaker, Flynn, Hunter, Springer, Kristov, Baird
NOES: None
ABSENT: Aulman
ABSTAIN: None

Public Comment

Chairperson Braun opened up the floor to public comment. Mr. Gary Cook, resident of Davis, was speaking with his neighbor Lorenzo Kristov, who invited him to attend the CAC meeting. He has a background in science and would like to contribute to the organization as a volunteer.

VCEA Staff and Advisory Task Group Reports

Mr. Flynn announced that this would be his last meeting on the CAC. CAC is in good hands and he will be working on other issues important to him and has enjoyed working with the Group. Members thanked him for his work, contribution, which has been extremely valuable to the CAC and VCEA. Mr. Flynn informed those present that he is in contact with numerous agricultural customers whose bills are hard to interpret. IOUs continue to charge for fees, including generation fees - it appears they are being charged twice for generation charges, demand charges. Ms. Shewmaker asked if their bills were over the amounts charged before? Mr. Flynn stated that he reviewed the statements and there were some things he could not explain, and it is not intuitive. Ms. Baird asked if VCEA can do something to assist in explaining their bill to the Ag. customer? VCEA Staff Jim Parks stated that we have a residential bill sample on the website currently. Ms. Hunter suggested that this is possibly something that the Customer Outreach Task Group could work on.

Chairperson Braun suggested that all CAC Task Groups should look at ways to assist the customer.

Outreach Task Group: Ms. Hunter announced that the Outreach Task Group are currently reviewing eight (8) responses received to the Request for Proposals (RFP) for Customer Outreach and Marketing Services. It looks like we received responses from talented firms.

Regulatory/Legislative Task Group: Ms. Hunter reported that position letters have been sent. The Task Group is currently tracking two (2) or three (3) bills that are still alive and will work with Ms. Lembke and/or Ms. Shewmaker on tracking and sending out the appropriate letter(s) to the Governor.

Mr. Parks announced that a Joint Rate Mailer, comparing VCE's rates to PG&E's rates, the design is not negotiable, which must be sent out by September 1st and sent to all customers. Only four (4) rates could be selected and compared to PG&E's rate, a Joint Rate Mailer each for residential, agricultural and commercial customers.

Interim General Manager Mitch Sears reminded those present that a Power Charge Indifference Adjustment (PCIA) charge is based on a complicated formula. It is where excess generation is sold off by PG&E, due to the excess they have because of Customers receiving generation from VCEA or any other CCA. This cost is passed on to the Customer and shows up on PG&E billing statements. The PCIA charge has been reviewed by an Administrative Law Judge this past year, who came out with his proposed decision (PD) which was okay; not too detrimental to either party; and staying relatively the same as it is currently with further decisions to be made in future phases. However, an alternate proposed decision (APD) has come out which increases the PCIA about 30%, which has caused discomfort for all CCAs. Individual CCAs and CalCCA are setting up ex-parte meetings with CPUC Commissioners' office staff to address this APD. CPUC will be making a decision soon, potentially as soon as September 13th, the same day that the next VCEA Board meeting is scheduled.

Chairperson Braun stated that the Energy Commission has on their website a synopsis on both the PD and APD. He will send out the links to Ms. Lembke who will disseminate the links to the CAC Members.

Ms. Hunter stated that the impacts or lack of impact of rates, as a result of the fires might be useful in CalCCA's messaging.

Mr. Kristov asked if they are allowed to modify either the PD or APD during their live meetings? Mr. Sears answered yes.

Mr. Flynn stated that he believes that if they make "substantial changes" to the PD or APD, that it needs to go out for public comment for, he thinks, 30 days. But we would need to check on the current rules.

**Consent Agenda –
Approval of July
30, 2018
Committee
Meeting Minutes**

Chairperson Braun announced to those present that there was only one item on the Consent Agenda, the draft July 30, 2018 CAC meeting minutes. Staff received a request from Resident Kate Kelly, who wanted to clarify her public comments in the draft minutes. Specifically amending Item 7, under public comment, comments made by Ms. Kelly, as a consultant for Defenders of Wildlife. Kristov made a motion to approve the Consent Agenda item, the July 30, 2018 meeting minutes as amended, seconded by Hunter. Motion passed unanimously by the following vote:

AYES: Braun, Shewmaker, Hunter, Springer, Kristov, Baird

NOES: None

ABSENT: Aulman

ABSTAIN: Flynn

**Net Energy
Metering (NEM)
Policy
Amendment
Update**

Mr. Parks provided an update of the August 1st Woodland workshop held on Net Energy Metering (NEM) and reviewed the workshop follow up slide. He reviewed with those present the policy amendment recommendations for existing NEM customers and for those who install solar in the future referred to as new NEM customers. Mr. Flynn asked if there was a proposed cutoff date. Mr. Parks replied that we have new customers as of VCE's launch date of June 1, 2018. These Customers currently have a true up date of April. Mr. Kristov asked about the customer who opted out, they move, and a new person moves in - are the new residents automatically opted into VCEA? Mr. Parks answered yes.

Mr. Parks explained (Slide 7) why he is now choosing February as the true up date rather than April. He did the modeling and in February they will be using their accrued credits by February and owe monies. He reviewed (Slide 10) the financials and impacts on VCE's net position. VCE would still be carrying approximately \$838,000 as a receivable, not actually "cash in the bank". Ms. Hunter asked if he factored in the commercial customers and Mr. Parks answered yes.

Chairperson Braun would like to encourage people to decarbonize their home. A discussion occurred. It was suggested that VCE provide information to customers on how to reduce their emissions with the desire for VCE to become a resource and partner in this goal.

Ms. Baird asked if there was different information in the slides presented tonight than in the packet. Mr. Parks answered yes.

Mr. Parks reviewed with those present (Slides 11 and 12) the proposed NEM policy amendment of which there were a total of fifteen (15) proposed. A discussion on verbiage occurred. It was suggested that verbiage in items 14 and 15 be changed and that item 13 be deleted.

Chairperson Braun asked if the items listed on Slides 11 and 12 would be communicated to customers. If yes, it was suggested that VCE define "wholesale" and to clarify that purchasing and selling prices are different. Mr. Parks informed those present that VCE is using PG&E's wholesale amounts. Chairperson Braun suggested that a footnote on what is "wholesale" be added on the website and this concern should be communicated to the Board.

Ms. Hunter made a motion to recommend to the Board that the amended Net Energy Metering policy be adopted as written on Slides 11 and 12 revised as follows: in items 14 and 15 the verbiage of "beginning in 2019" be changed to "beginning in June 2018" and the deletion of item 13, seconded by Chairperson Braun. Chairperson Braun opened the motion up for discussion.

Numerous clarifying questions were asked by the CAC members, such as: tracking time of usage, NEM Customers "donation" of their generation credit, and "Legacy" customers. It was suggested that for future discussion, considering NEM customers as a local resource.

Ms. Hunter amended her motion, to add a new item #3, if a residential NEM customer is on monthly billing they can request to move back to annual billing if their annual bill is less than \$500 for a consecutive two-year period, Chairperson Braun seconded the amended motion. Motion passed unanimously by the following vote:

AYES: Braun, Shewmaker, Hunter, Springer, Kristov, Baird, Flynn

NOES: None

ABSENT: Aulman

ABSTAIN: None

**Community
Advisory
Committee
Administration**

Chairperson Braun informed those present that information is being presented to the CAC Members for their review and discussion. He stated that he is not necessarily looking for a motion, but rather a starting point for discussion. The following items were discussed:

A. Progress Report Development – Ms. Baird provided a draft report for review which includes an outline for the launch phase (first year) portion and goals for year 2 of the

draft report. She asked that the Members start thinking about how they would complete the report and provide their feedback to her by mid-September. Chairperson Braun added that the individual Task Group reports highlighting all of their accomplishments would be a great place to start for developing an informative report for the Board. Braun, Shewmaker and Baird will use the Task Group summaries and the recommendations summary provided to draft the report in addition to any other “highlights” provided by individual members. Chairperson Braun also stated that challenges and issues should be the inspiration of year 2 goals. Ms. Baird would like to provide a draft progress report to the Members for their review at their next meeting scheduled for Monday, October 1st. The thought is that there is no due date to get the progress report to the Board.

B. CAC Second Year Workplan, including reviewing IRP Action Plan Activities –

Chairperson Braun informed those present that what is in the packet is an example – a list for the Committee to pick up if Staff can assist with the development of some of the items. A part of 2nd years’ work would be to look at those action plan activities. There might be other items to be added and there probably should be a discussion with Staff on what can be worked on within Staff availability. Mr. Kristov encouraged each Member to contribute their own items and ideas, then everyone can “brainstorm” together later.

C. Review/recommend update to CAC charge – Chairperson Braun informed those present that what is presented in the packet is the original “charge” and suggested revisions/updates now that VCEA is past its launch and into a different phase. There was a brief discussion on what should be include in the CAC charge. Chairperson Braun suggested that the Energy Task Group should review what actions should be taken then presented to the Members at the next CAC meeting.

D. Terms (length) of Members Appointment and how to stagger the terms – Ms. Shewmaker wanted this subject to be discussed amongst the Members. A discussion occurred. It was suggested that the “classes” be changed to expire to 2019, 2020, and 2021 considering that Members have already served a year on the CAC. Ms. Hunter made a motion to adopt the organization of CAC Members’ terms with two changes 1) terms for each of the “classes” would be changed to expire on 2019, 2020, and 2021 respectively and 2) delete the section that the Vice Chair moves up to the Chair after a year to officers are selected every year, Ms. Shewmaker seconded the motion. Motion passed unanimously by the following vote:

- AYES: Braun, Shewmaker, Hunter, Springer, Kristov, Baird, Flynn
- NOES: None
- ABSENT: Aulman
- ABSTAIN: None

E. Solicitation of New Members/Appointment by Board – Chairperson Braun announced that there are now two vacancies on the CAC: Yolo County and the City of Woodland. He asked if the Members had any thoughts or suggestions on how to advertise for the vacancies so that recommendations can be made to the Board for appointment. A comment was made that within the Staff Report, the CAC is referred to as a “subcommittee”, which it is not. Please change it to Advisory Board or what is most appropriate for their Committee. Several ideas and suggestions were made and discussed. Chairperson Braun asked that Staff find out from the Cities and County what recruitment process they use and to come back with a suggestion on a formalized process.

F. Task Group Assignments and Requests for Task Group Assistance – Chairperson Braun reminded those present that according to the Brown Act, the Task Groups are

working on a specific “task” for a limited amount of time. He suggested that the “tasks” each Group works on be reviewed and renewed yearly.

G. Recording of Board meetings – Ms. Shewmaker wanted input from the other Members on whether VCEA Board meetings should be recorded. The Members discussed this subject and asked Staff to convey to the Board that the CAC Members agreed that Board meetings should be recorded.

H. Long Range Calendar – The CAC received calendars for the remaining year of 2018 and the full year of 2019. Chairperson Braun and Mr. Sears agreed to look at the long-term calendars and come up with ideas. They are to keep in mind the outcome of the PCIA proposed decision and the CPUC Green Book status as both of these items will most likely have an impact to CCA policies.

**Advisory
Committee
Member and Staff
Announcements**

Mr. Sears announced that Mr. Parks worked with Yolo, Davis and Woodland on a SACOG Grant application, which was submitted. In summary, the application proposed level 2 DC fast chargers, Davis mobile chargers, and an electric shuttle as a pilot in Davis.

Mr. Kristov informed those present that he attended a City of Davis Council meeting wherein he expressed his supporting opinion of all electric, no gas, for new construction during the Valley Climate Action Center matter.

Mr. Sears informed those present that he had a discussion with SMUD on their electrification efforts.

Mr. Sears informed those present that the Request for Proposals for Long Term Renewables has been advertised and that Staff will be going back to the Board at their September meeting to provide an update.

Next Meeting

Next CAC meeting is scheduled for Monday, October 1, 2018 at 5:30 p.m. at the Davis Senior Center, located at 646 “A” Street, Davis, CA 95616.

Adjournment

Hunter made a motion to adjourn the meeting, seconded by Springer. Motion passed unanimously by the following vote:

AYES: Braun, Shewmaker, Baird, Kristov, Hunter, Springer, Flynn

NOES: None

ABSENT: Aulman

ABSTAIN: None

Meeting was adjourned at 8:07 p.m.

Alisa Lembke
Board Clerk/Administrative Analyst

**VALLEY CLEAN ENERGY ALLIANCE
COMMUNITY ADVISORY COMMITTEE**

Staff Report – Agenda Item 6

TO: VCE Community Advisory Committee

FROM: Mitch Sears, Interim General Manager
Alisa Lembke, Board Clerk/Administrative Analyst

SUBJECT: Draft Community Advisory Committee First Year Progress Report

DATE: October 1, 2018

Recommendation

1. Receive Draft Community Advisory Committee First Year Progress Report from the CAC.

Background/Analysis

The purpose of this report is to transmit the draft CAC first year progress report. Please find attached for your review, discussion, and suggested revisions are two versions of a draft CAC First Year Progress Report. For reference, two versions are attached:

- 1) “Rough (Verbatim Input) Draft Progress Report: First Year, Launch Phase” provides direct verbatim suggestions made by CAC Members and
- 2) “Consolidated Draft Progress Report: First Year, Launch Phase” summarizes all input into one consolidated progress report.

To assist in your discussion and suggested revisions are the following items:

1. VCEA Vision Statement adopted November 16, 2017
2. A Summary of CAC Recommendations made to the Board

Lastly, attached are the Task Group Activities Reports, which are also to be finalized with the intention of attaching them to the finalized Progress Report.

It is anticipated that a final draft Progress Report would be presented for the CAC for consideration at the meeting scheduled for Monday, October 29, 2018 (Woodland).

Attachments:

1. **Rough (Verbatim Input)** Draft Progress Report: First Year, Launch Phase
2. **Consolidated** Draft Progress Report: First Year, Launch Phase
3. VCE Vision Statement

4. A Summary of CAC Recommendations made to the Board
5. Task Group Activities Reports
 - Energy
 - Legislative/Regulatory
 - Outreach

**Valley Clean Energy Alliance
Community Advisory Committee
Rough (Verbatim Input) Draft Progress Report: First Year, Launch Phase
September 2017 – August 2018**

Introduction:

The Community Advisory Committee (CAC) of the Valley Clean Energy Alliance (VCEA) held its first meeting on August 22, 2017. This report summarizes the main activities and issues during its first year. The report will be used to guide recommendations to the Board regarding priorities the CAC is eager to support in the coming year.

Board Charge to the CAC:

- Advise the VCEA Board of Directors on VCEA's general policy and operational objectives, including portfolio mix and objectives, as well as technical, market, program and policy areas;
- Collaborate with VCEA staff and consultants with community outreach to and liaison with member communities;
- Provide a public forum to inform, advise and consult through community discussions on energy related issues and a wide variety of strategies to reduce carbon emissions;
- Collaborate with VCEA staff with monitoring legislative and regulatory activities related to Community Choice Energy issues.

Year One (Launch Phase) Main Activities and Issues:

- Near- and long-term vision
- Wholesale power mix targets
- Wholesale IRP
- Deferral of NEM customer enrollment
- Greenhouse Gas (GHG) Emissions / Carbon Footprint / Renewable Content of the portfolio
 - Three motions
 - Short term (launch)
 - Long term (IRP)
 - Procurement (related)
- Staffing – One motion – but in some senses it is throughout
- NEM
 - transfer of existing customers - several motions
 - rates for excess
- Public communication and involvement
- Created three task groups to consider relevant topics in detail and make recommendations to the full CAC. These are: Outreach and Marketing, Legislative/Regulatory and Energy.
- Created a draft mission statement to recommend to the VCEA board (adopted by the board).
- Worked with staff to develop a pro-active marketing and outreach plan, with the outreach task group providing editing, content and proof-reading support to staff on web-based and written materials developed by VCEA and its consultant, Circlepoint.
- Considered a wide range of policy issues facing VCEA and made recommendations to the VCEA board. Topics include the following:

- List key areas where we made recommendation. This would hit the highlights of the main topics and be in lieu of the list of recommendations to the board that is in a separate document.
- Provided input to critical issues facing VCE, including the IRP process, resource mix, NEM policy, pricing, procurement of local resources, and ?????
- Provided recommendations to the VCEA board on positions on legislation in the 2018 legislative year.
- Conducted review of eight proposals submitted in response to the RFP for new marketing services.
- Participated in various outreach and public events
- Held two successful public workshops on VCEA's proposed new NEM policy.
- Development of Vision Statement for VCE
- Reviewed materials provided by Staff and consultants and made revisions and recommendations to the Board on a variety of launch related topics.
- Created task groups to provide deeper review of launch issues in 3 key areas: Energy, Legislative/Regulatory, and Outreach.

Year Two (Operational Phase) Suggested Activities and Priorities:

- Permanent general manager
- Five-year business plan (aligned with vision and including financial proformas)
- Local energy supply and usage targets
- Retail (local) IRP and action steps¹
- Continued focus on GHG/ Carbon Footprint /Renewable Content of portfolio with eye toward improving and with Mission of “Cost Competitive Clean Energy” in mind (As the vision statement says “Substantially increasing the renewable electricity content of basic electricity service, with the ultimate goal of achieving zero carbon emissions electricity”)
- Staffing— are we staffed for success and to meet our short term and long term goals. Need for permanent GM and Assistant GM.
- Communication
 - With Customers
 - With CALCCA on leg/reg and other issues.
 - With Staff
- Increased focus on Vision statement goals – all of them – but especially
 - Developinglocal energy resources and infrastructure (STV) and Causing the deployment of new renewable and low carbon energy sources (LTV)
 - Accomplishing the goals..... while accumulating reserve funds for future VCEA energy programs and mitigation of future energy costs and risks.
- Provide input and review of outreach and marketing materials, as requested by staff.
- Develop enhanced process for reviewing legislation and providing recommendations to staff and VCEA board. Evaluate what is the appropriate role of the CAC related to regulatory issues.
- Provide advice to Board and support to Staff on key operational issues, in the areas of Energy (portfolio mix and procurement), Legislative/Regulatory, Outreach/Marketing, and Financial.
- Provide in-depth review and analysis of long-range goals and plans, such as the development of local clean energy resources.

¹ Ref: [Local Development Business Plan – EBCE](#)

- Review and revise CAC charge and workplan; Recruit additional CAC members with attention to diversity of skills

Lessons Learned from Year One/Advice for Year Two:

- Won't be able to buy customer loyalty with low rates. Need to create locally important options and programs PG&E does not offer. Some now. Others soon.
- The likely continued existence of major cost contingencies requires more aggressive and scenario-based planning (and staffing to do it).
- Progress vs. Vision is paced by Staffing Plan implementation.
- CAC charge should be changed to emphasize strategic planning vs. operational assistance
- While we did know that there are forces out there that oppose CCAs, that became ever more clear. It is important to keep this in mind and plan an organization that is resilient.
- The communication channel from CALCAA to the CCA basically did not exist. This is addressed more fully in the leg/reg group summary. It is important to correct this in year two. This may apply to areas in addition to leg/reg.
- At the beginning of year one, CAC votes, etc. were not always noted in the board report. This was addressed to some extent by having a written summary of the CAC actions included in the board packet. It is important to continue to ensure that the CAC view(s) are heard by the board.
- The start-up agenda in year one sometimes left the CAC with little say on agenda items. As we move into operational mode, the CAC should aim to be very involved in planning the agendas.
- Continue to encourage that board meetings be videotaped and available to the public.
- For VCEA to be successful (e.g. the mission and vision statement) – it will be important to raise/increase the level of the importance of acting on climate and VCEA's role in that with the public. So in some senses, VCEA will or may need to help educate its broad constituency of the need and urgency to address climate. The other side to this is we need to encourage more public discourse and input on how we address this issue.
- Using the experience from Year One, refine and enhance how the Leg/Reg Task Group and CAC reviews legislation/regulatory issues, engages with CalCCA, makes recommendations to the VCEA board and sends letters with VCEA positions.
- What is the best way to support staff in outreach and marketing activities, including review of consultant's materials so as to avoid errors and expand and improve VCEA's public image.
- Based on successful NEM workshops, consider holding one or more workshops during Year Two to gather community input, provide responses to questions and explain VCEA programs to the broader community.
- Collaborating with Staff on key launch issues was challenging when staffing was low. Improvements have occurred with the addition of key personnel.
- Concerns over current VCE staffing levels and limited long-range planning in place.

Attachments:

- VCE Vision Statement
- CAC Recommendations (motions) to the Board
- Task Group Summaries
 - Energy
 - Legislative/Regulatory
 - Outreach

**Valley Clean Energy Alliance
Community Advisory Committee
Consolidated Draft Progress Report: First Year, Launch Phase
September 2017 – August 2018**

Introduction:

The Community Advisory Committee (CAC) of the Valley Clean Energy Alliance (VCEA) held its first meeting on August 22, 2017. This report summarizes the main activities and issues during its first year. The report will be used to guide recommendations to the Board regarding priorities the CAC is eager to support in the coming year.

Board Charge to the CAC:

- Advise the VCEA Board of Directors on VCEA's general policy and operational objectives, including portfolio mix and objectives, as well as technical, market, program and policy areas;
- Collaborate with VCEA staff and consultants with community outreach to and liaison with member communities;
- Provide a public forum to inform, advise and consult through community discussions on energy related issues and a wide variety of strategies to reduce carbon emissions;
- Collaborate with VCEA staff with monitoring legislative and regulatory activities related to Community Choice Energy issues.

Year One (Launch Phase) Main Activities and Issues:

- Provided input and recommendations to the Board on critical issues facing VCE during the launch phase:
 - Power mix targets,
 - Greenhouse Gas (GHG) Emissions / Carbon Footprint / Renewable Content of the portfolio,
 - Procurement,
 - Integrated Resource Plan,
 - NEM policy,
 - Staffing,
 - Policy Issues, and
 - Marketing and Communications Plan.
- Developed a near and long-term Vision Statement for VCE which was adopted by the Board.
- Created three task groups to consider relevant topics in detail and make recommendations to the full CAC. These are: Outreach/Marketing, Legislative/Regulatory and Energy.
- Supported Staff efforts in the area of Public communication and outreach by staffing booths, giving presentations, reviewing website and outbound communications.
- Provided recommendations to the VCEA board on positions on legislation in the 2018 legislative year.

Year Two (Operational Phase) Suggested Activities and Priorities:

- Staffing to meet near and long-term goals: Permanent General Manager, Assistant GM
- Five-year business plan (aligned with Vision Statement and including financial proformas)

- Local energy supply and usage targets
- Retail (local) IRP and action steps¹
- Continued focus on GHG/ Carbon Footprint /Renewable Content of portfolio with eye toward improving and with Mission of “Cost Competitive Clean Energy”
- Communication
 - With Customers
 - With CALCCA on leg/reg and other issues.
 - With Staff
- Increased focus on Vision Statement goals
- Develop enhanced process for reviewing legislation and providing recommendations to staff and VCEA board. Evaluate what is the appropriate role of the CAC related to regulatory issues.
- Continue to provide advice to Board and support to Staff on key operational issues, in the areas of Energy (portfolio mix and procurement), Legislative/Regulatory, Outreach/Marketing, and Finance.
- Review and revise CAC charge and workplan; Recruit additional CAC members with attention to diversity of skills

Lessons Learned from Year One/Advice for Year Two:

- Won’t be able to buy customer loyalty with low rates. Need to create locally important options and programs PG&E does not offer. Some now. Others soon.
- The likely continued existence of major cost contingencies requires more aggressive and scenario-based planning (and staffing to do it).
- Progress vs. Vision is paced by Staffing Plan implementation.
- CAC charge should be changed to emphasize strategic planning vs. operational assistance
- While we did know that there are forces out there that oppose CCAs, that became ever clearer. It is important to keep this in mind and plan an organization that is resilient.
- The communication channel from CALCAA to the CCA basically did not exist. This is addressed more fully in the leg/reg group summary. It is important to correct this in year two. This may apply to areas in addition to leg/reg.
- At the beginning of year one, CAC votes, etc. were not always noted in the board report. This was addressed to some extent by having a written summary of the CAC actions included in the board packet. It is important to continue to ensure that the CAC view(s) are heard by the board.
- The start-up agenda in year one sometimes left the CAC with little say on agenda items. As we move into operational mode, the CAC should aim to be very involved in planning the agendas.
- Continue to encourage that board meetings be videotaped and available to the public.
- For VCEA to be successful (e.g. the mission and vision statement) – it will be important to raise/increase the level of the importance of acting on climate and VCEA’s role in that with the public. So in some senses, VCEA will or may need to help educate its broad constituency of the need and urgency to address climate. The other side to this is we need to encourage more public discourse and input on how we address this issue.
- Using the experience from Year One, refine and enhance how the Leg/Reg Task Group and CAC reviews legislation/regulatory issues, engages with CalCCA, makes recommendations to the VCEA board and sends letters with VCEA positions.
- What is the best way to support staff in outreach and marketing activities, including review of consultant’s materials so as to avoid errors and expand and improve VCEA’s public image.

¹ Ref: [Local Development Business Plan – EBCE](#)

- Based on successful NEM workshops, consider holding one or more workshops during Year Two to gather community input, provide responses to questions and explain VCEA programs to the broader community.
- Collaborating with Staff on key launch issues was challenging when staffing was low. Improvements have occurred with the addition of key personnel.

Attachments:

- VCE Vision Statement
- CAC Recommendations (motions) to the Board
- Task Group Summaries
 - Energy
 - Legislative/Regulatory
 - Outreach

DRAFT

Valley Clean Energy Alliance

Integrated Vision for Community Choice Energy

Valley Clean Energy Alliance (VCEA) is a joint-powers authority working to implement a state-authorized Community Choice Energy (CCE) program. Participating VCEA governments include the City of Davis, the City of Woodland and County of Yolo. The purpose of the VCEA is to enable the participating jurisdictions to determine the sources, modes of production and costs of the electricity they procure for the residential, commercial, agricultural and industrial users in their areas. PG&E would continue to deliver the electricity procured by VCEA and perform billing, metering, and other electric distribution utility functions and services. Customers within the participating jurisdictions would have the choice not to participate in the VCEA program.

Near-Termⁱ Vision

The near-term vision for VCEA is to provide electricity users with greater choice over the sources and prices of the electricity they use, by:

- Offering basic electricity service with higher renewable electricity content, at a rate competitive with PG&E;
- Developing and offering additional low-carbon or local generation options at modest price premiums;
- Establishing an energy planning framework for developing local energy efficiency programs and local energy resources and infrastructure; and
- Accomplishing the goals enumerated above while accumulating reserve funds for future VCEA energy programs and mitigation of future energy costs and risks.

Long -Term Vision

The future vision for VCEA is to continuously improve the electricity choices available to VCEA customers, while expanding local energy-related economic opportunities, by:

- Causing the deployment of new renewable and low carbon energy sources;
- Evaluating and adopting best practices of the electricity service industry for planning and operational management;
- Substantially increasing the renewable electricity content of basic electricity service, with the ultimate goal of achieving zero carbon emissions electricity;
- Developing and managing customized programs for energy efficiency, on-site electricity production and storage;
- Accelerating deployment of local energy resources to increase localized investment, employment, innovation and resilience;
- Working to achieve the climate action goals of participating jurisdictions to shape a sustainable energy future; and
- Saving money for ratepayers on their energy bills.
- Remaining open to the participation of additional jurisdictions.

ⁱ Launch Phase and First Year

Valley Clean Energy Alliance (VCEA) Community Advisory Committee (CAC)
Summary of Recommendations (Motions) made to Board
September 2017 – August 2018

- Motion to approve the creation of 3 task groups: Energy task group, Legislative/Regulatory task group, Outreach task group. Motion passed unanimously.
- Motion to give the feedback to Circlepoint that Option 2 of product logos was headed in the right general direction. Motion passed with 2 abstentions.
- Motion to recommend board approval of the Draft Strategic Marketing and Communications Plan, including Subcommittee comments and responses from Circlepoint. Motion passed unanimously.
- Motion to recommend a Draft Vision Statement (Rev 5) for Board approval. Motion passed unanimously.
- Motion to support staff recommendation on Power Mix targets and rates for 2018, with the change that the renewables percentage be increased to 42%. The CAC recommends that when VCEA is looking at 2019 and beyond, VCEA should:
 - Evaluate increasing renewable percentage in the mix
 - Beginning in year 1, lay foundation for including local renewable resources as a part of the mix.
 - Motion passed, vote 5-2-1.
- Motion to support the staff recommendation on the reserve policy. Motion passed, vote 6-1-1.
- Motion to approve the below recommendation regarding VCEA staffing plan. Motion passed with one abstention.
 - 1) The committee agrees that all the positions in the chart are needed, and that further, there is a need for depth of subject matter knowledge and experience among VCEA employees. There is also a need for more than one person on the chart to be ready to step in when gaps arise, especially in cases involving permanent VCEA staff. Therefore, the position description for the AGM should require subject matter expertise in VCEA core business topics.
 - 2) The general manager and any assistant general managers should be full time and permanent.
 - 3) It will remain important to emphasize the separation of legal and leg/reg from SMUD by ensuring these functions do not report thru a SMUD employee or SMUD contractor.
 - 4) While the initial organization chart is adequate for the short term, i.e. launch phase and first year, it is not yet ideal in terms of preparation for the longer term. it will be important to review and if needed update it, annually at a minimum, to ensure adequate staffing both for near term operations and planning related to longer term goals as outlined in the long-term portion of the vision statement.
 - 5) Therefore, the committee recommends that staff start work on a plan for building local VCEA capacity, e.g. the band-width and technical/managerial expertise to engage with local companies that are actively delivering energy services and developing energy projects.
- Motion to recommend Board approval of draft Leg/Reg policy and procedures. Motion passed unanimously.
- Motion to recommend Board approval of delegation of authority to SMUD to begin execution of Procurement plan. Motion passed unanimously. The Advisory Committee requested periodic updates of how the procurements are going.

- Motion to recommend to the Board the adoption of the Customer and Data Policies with the incorporation of comments from Y. Hunter and C. Shewmaker. Motion passed unanimously.
- Motion on NEM Policy:
 - Recommend adoption modified Option 1, with modifications to make the VCEA offering better for existing NEM customers than PG&E's NEM rates.
 - Recommend that VCEA not use rates to create incentive for solar adoption, but should consider alternative, more flexible ways to incentivize solar, such as rebates, and in the future, incentives for adoption of solar+storage and other programs consistent with VCEA's vision.
 - Recommend coordinating with solar industry, as well as ag, commercial and residential solar customers to gather input for messaging about VCEA NEM rates.
 - Motion passed, vote 5-1.
- Motion to support staff recommendation to adopt Enterprise Risk Policy with wordsmithing from L. Kristov's email. Motion passed unanimously.
- Motion to support staff recommendation regarding UltraGreen product. Motion passed unanimously.
- Motion to support the staff recommendation on program launch related to energy rates, power mix and budgets. Motion passed unanimously.
- Motion to support staff recommendation on suspension of Forward PCC-2 Renewable Procurements. Motion passed with one abstention.
- Motion to request to the VCE Board to postpone the NEM enrollment until 2019 to allow for Staff to develop/finalize a modified policy and billing systems and ask that the Board address the NEM policy at their scheduled August 9, 2018 meeting. Motion passed unanimously.
- Motion to 1) accept Staff's recommendation to approve the IRP adopting Cleaner Base as its preferred portfolio with Local being the alternative portfolio; 2) direct Staff to insert in the appropriate places that VCEA look at local renewable proactively and incorporate local renewables where feasible and cost effective; and 3) approve the IRP Action Plan. Motion passed unanimously.
- Motion to accept Legislative/Regulatory Task Group's recommendation to recommend to the VCEA Board to support SB 100 (de Leon) Renewable Portfolio Standard GHG Emissions, consistent with CalCCA's position including the topics raised in CalCCA's letter dated January 16, 2018 to Honorable Kevin DeLeon that would result in withdrawal of support. Motion passed with 2 abstentions.
- Motion to accept Task Group's recommendation to recommend to the VCEA Board to take "No Position" on AB 813 (Holden) Multi-State Regional Transmission System Organization. Motion passed with one abstention.
- Motion to support Staff's recommendation on Long Term Renewables Procurement Solicitation Criteria/Policy except with respect to energy storage. Change "with a limitation of" to "with a preference for" battery storage systems integrated with a renewable project. Motion passed unanimously.
- Motion to accept Task Group's recommendation to recommend to the VCEA Board to: 1) Watch SB 1088 (Dodd) Safety, reliability and resiliency planning, 2) Oppose AB 893 (Garcia) Renewable Portfolio Standard. Geothermal, 3) Oppose unless amended SB 1347 (Stern) Energy storage systems: procurement, 4) Oppose AB 2208 (Aguiar-Curry) Electrical Utilities. Biomass. Geothermal, 5) Watch AB 2726 (Levine) California Global Warming Solutions Act of 2006, 6) Oppose SB 237 (Hertzberg) Direct Access. Motion passed unanimously.

VCE COMMUNITY ADVISORY GROUP ENERGY TASK GROUP YEAR 1 REPORT AND OUTLOOK

Task Group Members: Gerald Braun, Tom Flynn, Lorenzo Kristov, David Springer

Charge: The charge to the VCEA Community Advisory Committee (CAC) from the VCEA board states that the CAC should “advise the VCEA Board of Directors on VCEA’s general policy and operational objectives, including portfolio mix and objectives, technical, market, program and policy areas.”

Highlights of Accomplishments:

- Recommended portfolio mix and objectives for CAC consideration, including: 1) 42% RPS qualifying default option, 2) an all renewables option, 3) early introduction of an all-local renewables option, and 4) targets to increase the percentage of locally produced power.
- Recommended action steps toward development and integration of local clean energy resources and technologies.
- At the request of staff convened to review/advise regarding: 1) criteria for long term procurement, 2) IRP action steps, and 3) Defenders of Wildlife supply project standards.
- One or more task group members provided technical review of foundational documents including: 1) technical/operations consultant task orders, 2) staffing plan, 4) NEM policy, 5) risk management policy, and 6) power procurement guide.

Lessons Learned – Challenges and Opportunities

Challenges:

- Financial contingencies and staffing delays tend to focus staff/consultant/CAC engagement on operational concerns vs. planning.
- The task group does not have a chair. The CAC attempts to spread its work across its membership. This means seeking task group chair volunteers who do not have other coordination responsibilities. Coordination challenges and member interest in the work of other task groups also limits member willingness to serve as task group chair.
- Some current task group members lack flexibility to meet during work days, while staff and consultants (understandably) prefer day-time meetings.
- The goal for the CAC to have equal numbers of appointees from each member jurisdiction limits the pool of potential advisors from within the VCE service area and further limits the pool of unconflicted energy experts.

Opportunities

- VCE’s current organizational focus is narrow (two rate options, no customer-facing programs, and deferral of NEM customer enrollment). Only a narrow portion of the CAC’s broad energy-related charge needs to be addressed.
- Rethink criteria for Energy Task Group membership, e.g. consider recruiting/adding well qualified non-voting members having energy technical and market experience.
- Consider budgeting for action steps toward local clean energy programs and integration.

**VCE COMMUNITY ADVISORY COMMITTEE LEGISLATIVE/REGULATORY TASK GROUP
2018 ACTIVITIES REPORT [revised 8-30-18]**

Task Group Members: Yvonne Hunter (chair), Tom Flynn (not continuing after August 2018), Lorenzo Kristov, Christine Shewmaker

Charge: The charge to the VCEA Community Advisory Committee (CAC) from the VCEA board states that the CAC should “Collaborate with VCEA staff with monitoring legislative and regulatory activities related to Community Choice Energy issues.”

Highlights of Accomplishments:

- Developed a procedure for the Task Group, the CAC, staff and the VCE board to use for reviewing legislation and proposed regulations so that VCE can adopt positions and engage in the legislative and regulatory process. Key to that process is to consider bills that CalCCA is following and has taken positions on.
- Considered eight bills before the Legislature in 2018 and recommended positions to the VCE board, through the CAC, on positions for VCE. With a few exceptions, the positions recommended reflected the positions adopted by CalCCA. Where the positions differed, the Task Group provided information on why a different position was recommended.
- Over time and with experience, the Task Group developed an effective and collaborative working process among its members that enables each member to weigh in with her or his perspective, learn from each other, prepare reports that reflect the members’ individual and collective ideas and forward well thought-out recommendations to the CAC for consideration.

Lessons Learned – Challenges and Opportunities

Challenges:

- Identifying bills being tracked by CalCCA and the basis of CalCCA’s positions on those bills.
- Identifying bills and issues that CalCCA is not tracking, but which may be important to VCE.
- Refining the process by which VCE engages in the legislative process in a timely manner.

Opportunities

- Rethink the process by which the Task Group works with staff to identify bills CalCCA is tracking and for which CalCCA has adopted positions.
- Develop a process for the VCE to follow (and possibly engage in) other key issues not followed by CalCCA.
- Work with staff to refine the process by which VCE sends letters to the author and Legislature on bills so that VCE’s positions are communicated early and throughout the Legislative session. Consider ways to make VCEA’s positions on legislation and regulatory actions available to the public, for example through the website.
- Up to now the Task Group has concentrated on legislative matters and not followed regulatory activities closely. Work with staff to consider what are the appropriate role and procedures for the Leg/Reg Task Group’s tracking of or engagement in regulatory issues.
- Revisit the Leg/Reg Task Group overall procedures adopted in 2017 and refine as appropriate given the experience this year.

VCE COMMUNITY ADVISORY COMMITTEE OUTREACH TASK GROUP (OTG)
Draft 2017-18 ACTIVITIES REPORT

Task Group Members: Mark Aulman (chair), Marsha Baird, Yvonne Hunter

Highlights of Accomplishments:

- Developed first iteration of Vision Statement (with Lorenzo)
- Worked with Mitch to define role of OTG, in support of staff
- Served as back-stop for staff to provide review content of website and draft mailing materials prepared by Circlepoint to improve quality of content
- Identified errors in web and printed materials developed by Circlepoint, specifically relating to solar and NEM policy
- Reviewed and critiqued web content throughout the VCE site
- Drafted new copy content as needed for web and printed materials
- Provided new photos for web and print collateral (Yvonne)
- Worked with Jim to review and revise NEM policy
- Worked with staff to plan and conduct two community workshops to seek input on proposed new NEM policy
- Edited letters to NEM customers
- Edited copy for web and print materials relating to NEM policy
- Conducted public outreach session for League of Women Voters
- Staffed tables at Davis Farmers' Market
- Monitored social media for VCE-related postings and replied as needed
- Worked with Jim to prepare edits to postcards
- Volunteered to assist Jim with agency review Q3 '18

**VALLEY CLEAN ENERGY ALLIANCE
COMMUNITY ADVISORY COMMITTEE**

Memorandum – Agenda Item 7

TO: VCE Community Advisory Committee

FROM: Mitch Sears, Interim General Manager
Alisa Lembke, Board Clerk/Administrative Analyst

SUBJECT: Draft Update to CAC Charge

DATE: October 1, 2018

At the September CAC meeting, the Committee discussed recommending updates to the CAC Charge to reflect the transition from pre-launch to post-launch activities. This memorandum transmits the suggested changes drafted by the CAC Chair for consideration by the Committee. The draft includes the Chair’s notes explaining the reasoning for the suggested updates.

Attachments:

1. CAC Charge adopted on September 20, 2017
2. Draft updated CAC Charge with explanations

Valley Clean Energy Alliance Advisory Committee

Advisory Committee “Charge”

Adopted 9-20-2017

Consistent with the policy adopted by the Valley Clean Energy (VCEA) Board of Directors, the VCEA Advisory Committee adopts the Charge to:

- Advise the VCEA Board of Directors on VCEA’s general policy and operational objectives, including portfolio mix and objectives, as well as technical, market, program and policy areas;
- Collaborate with VCEA staff and consultants with community outreach to and liaison with member communities;
- Provide a public forum to inform, advise and consult through community discussions on energy related issues and a wide variety of strategies to reduce carbon emissions;
- Collaborate with VCEA staff with monitoring legislative and regulatory activities related to Community Choice Energy issues.

In order to achieve the goals and mission of VCEA, the Advisory Committee will develop, periodically review and update a workplan for the short and longer terms. The Committee will assist in the development of a Vision Statement to recommend to the VCEA Board of Directors. The Advisory Committee will also engage, evaluate, and make recommendations on select items to the VCEA Board, Staff and consultants, and engage with VCEA member jurisdictions and others, as directed by the Board or initiated by the Advisory Committee.

The Advisory Committee will periodically review this charge and make recommendations for changes to the Board of Directors in order to reflect new issues, opportunities and challenges impacting the VCEA.

Valley Clean Energy Alliance Advisory Committee

~~Draft Charge – Adopted 9-20-17 9-15-17 Draft – Updated 8-29-2018~~ including proposed adjustments related to going from launch to operations and from Year 1 to Year 2

Consistent with the policy adopted by the Valley Clean Energy (VCEA) Board of Directors, the VCEA Advisory Committee adopts the Charge to:

- Advise the VCEA Board of Directors on VCEA's ~~general policy and operational objectives, including portfolio mix and objectives, as well as technical, market, program and policy areas strategic objectives as well as policies pertaining to operations, including strategies to reduce carbon emissions, accelerate development of local resources, and promote local energy resilience;~~
- Assist in the development of public information materials related to customer energy investments and choices offered by VCEA, PG&E and third parties.
- Collaborate with VCEA staff and consultants ~~with~~ on community outreach to and liaison with member communities;
- ~~Provide a public forum to inform, advise and consult through community discussions on energy related issues and a wide variety of strategies to reduce carbon emissions~~
- Collaborate with VCEA staff ~~with~~ on monitoring legislative and regulatory activities related to Community Choice Energy issues.

In order to achieve the goals and mission of VCEA, the Advisory Committee will develop, periodically review and update a workplan for the short and longer terms. The Committee will ~~assist in the development of a Vision Statement to recommend to the VCEA Board of Directors monitor organizational performance toward fulfillment of the VCEA Board of Director's Vision Statement and may recommend policy changes to further the VCEA vision as required for consistency with Board decisions.~~ The Advisory Committee will also engage, evaluate, and make recommendations on select items to the ~~with~~ VCEA Board, Staff and consultants through its task groups, and evaluate, and make recommendations on select items at the request of the Board or Interim General Manager's request or in consultation with the Interim General Manager, ~~and engage with VCEA member jurisdictions and others, as directed by the Board or initiated by the Advisory Committee.~~

The Advisory Committee will periodically review this charge and make recommendations for changes to the Board of Directors in order to reflect new issues, opportunities and challenges impacting the VCEA.

Commented [gb1]: The current wording applies to our current pattern, which is to review staff analysis and recommendations ahead of the board. However, the board has not so far provided direction to staff regarding strategic objectives. The CAC may be able to fill a gap in this regard.

Commented [gb2]: This suggestion came from Lorenzo Kristov and addresses a strategic need identified in a recent CAC meeting.

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Commented [gb3]: I do not think the CAC has capacity to meet this charge without help from staff that is not likely to be priority until VCEA is fully staffed. I think NEM was an exception due to the urgent interest within the service area. Organizing other public forums will take the same amount of preparation and organization by staff without comparable board priority and urgency. I'd like to leave things out of our charge that we are unlikely to do.

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Commented [gb4]: Deleted because already complete.

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Commented [gb5]: Reference to board decisions was deleted in order to clarify that we would not change the vision to align with decisions made without reference to the vision.

Commented [gb6]: Replaces completed charge with one we can work on going forward.

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Commented [gb7]: Primary change is to recognize the role of task groups and delete the charge to engage with VCEA member jurisdictions, which we have not done and are unlikely to do. Again, I'd like to leave things out there is no basis in Our past activity for assuming we might do..

**VALLEY CLEAN ENERGY ALLIANCE
COMMUNITY ADVISORY COMMITTEE**

Staff Report – Agenda Item 8

TO: VCE Community Advisory Committee

FROM: Mitch Sears, Interim General Manager
Alisa Lembke, Board Clerk/Administrative Analyst

SUBJECT: Community Advisory Committee Administration

DATE: October 1, 2018

Staff Recommendations:

1. Draft a one-page description of the Community Advisory Committee’s a) purpose, b) roles and responsibilities, c) membership, d) meetings and e) term for the purpose of recruiting new members when CAC vacancies occur.
2. Draft an application and guidelines around the process of being appointed and how long the applications will be kept on file.

Background:

At the Board’s September 13, 2018 meeting, the following Staff and CAC recommendations were adopted:

1. Terms of Service on Advisory Committee:

- Officer positions (Chair, Vice Chair and Secretary) are selected once a year.
- Each CAC Member will serve a three-year term, with the option to be reappointed for additional terms.
- Create three “graduation classes” of three CAC members – one from each member jurisdiction to keep consistency of knowledge on the Advisory Committee; therefore, Class 1 would be a two-year term, Class 2 would be a three-year term, and Class 3 would be a four-year term all expiring in June to coincide with VCE’s fiscal year end.

CLASS 1 – term expiring June 2019

Davis rep
Woodland rep
Yolo County rep

CLASS 2 – term expiring June 2020

Davis rep
Woodland rep
Yolo County rep

CLASS 3 – term expiring June 2021

Davis rep
Woodland rep
Yolo County rep

The CAC is being asked to recommend existing Member’s term of service for consideration by the Board. Thereafter, each new Member will serve 3 years from their appointment date.

Additional considerations:

- A. **Member Re-appointments:** After an updated CAC Charge has been recommended by the Committee and submitted to the Board for approval, the current CAC Members should decide if they will seek reappointment to the CAC. Thereafter, terms of service should be determined for each member.

- B. **Criteria for New Member Recruitment and Selection:** At the CAC’s August 29, 2018 meeting, Staff was asked to review other Agencies’ policies, procedures and/or methodologies of advertising vacancies and soliciting new advisory committee members, the following information is provided for your review and reference:

Yolo County:

- Posts a Vacancy List outside the building, Board chambers and on their webpage under Advisory Bodies.
- Monthly they send a press release to all of the newspapers in Yolo County (Daily Democrat, Davis Enterprise, Winters Express and West Sacramento News-Ledger). The press release directs the interested resident to complete an application and submit. The **application (see attached)** asks for general contact information (name, address, phone, e-mail) and other information regarding their qualifications, committee experience, and community involvement.
- When recruiting for a new committee or a future opening, a more thorough informational press release is prepared and advertised in the local newspapers.
- Lastly, to get the word out that there is a vacancy, they encourage “word of mouth” and recommend posting it on other webpages or buildings, with the requirement that an application be completed and submitted.

City of Woodland:

- Advertises on the City’s webpage and in the Daily Democrat.
- Suggested placing vacancy/opening on social media (Facebook, Next Door, etc.).

City of Davis:

- They have no written policy on *how* they advertise/solicit new members; however, they will issue a press release to the Davis Enterprise with information on commissions/committees that have vacancies with a brief description of what they do. In addition, they will post the same information on the City's website. There is a link on their webpage that shows the current vacancies, additional information on each Commission/Committee, how to obtain an **application (see attached)**, and instructions on how to submit the application.
- They have a Commission Handbook (adopted 6/27/17) which has general guidelines for the volunteer, a one page summary of basic requirements on who can apply, how long the application will be kept on file, the process of the City contacting the applicant when there is a vacancy, an explanation of the interview and appointment process with the Subcommittee or Commission, and most importantly, a **description (see attached example)** of each commission/committee. The application is a fillable form and asks additional questions when compared to Yolo County's application.

Lastly, to give you an example of a Community Choice Aggregate (**CCA**) Advisory Committee **description**, I have **attached a copy** of Peninsula Clean Energy's "Composition and Structure of the Citizens Advisory Committee" description. This description along with other information is posted on their website.

VCEA has an e-mail list comprised of approximately 370 names and e-mails of those who are interested in receiving information (newsletter, Board meeting notifications, etc.) from VCEA. This resource of interested residents, may be one source of advertisement along with word of mouth and advertisement on the VCEA website.

2. **Task Group Assignments and Non-Voting Members:** To expand on information discussed at the September CAC meeting, subject experts or "non-voting CAC members" when appropriate are allowed to attend a Task Group meeting. As a reminder, the Task Groups were formed to assist and address specific "issues" when requested and are to be completed within a specific timeframe.

Attachments

1. Yolo County Application for Membership on Advisory Boards
2. City of Davis Application for Membership on Advisory Boards
3. Description Example - City of Davis Natural Resource Commission
4. Description Example - Peninsula Clean Energy – Composition and Structure of the Citizens Advisory Committee



Received on: _____

Return to:

City Clerk's Office
23 Russell Blvd.
Davis, CA 95616

CITY OF DAVIS
CITY OF DAVIS
APPLICATION FOR APPOINTMENT

PERSONAL DATA SHEET

Name: _____ Are you at least 18 years old? _____
Last, First Middle

Home Address: _____
Number/Street City/State/Zip

Email Address: _____
Daytime Phone Evening/Weekend Phone

(Applicants should live in Davis or the Davis Joint Unified School District service area, or own a business in the Davis area. If you do not meet these criteria, please include a separate statement to address why you are applying for this commission.)

Please list the commission on which you are interested in serving. If you are applying for multiple commissions, please list in order of preference and please provide separate answers for the Commission-Specific Questions.

If you are not appointed to a commission of your choice, are you interested in being contacted by City Council or City staff for other commissions and/or other volunteer service with the City?

Yes No

Background Information:

Why do you wish to serve as a member of this board or commission? _____

What would you bring by way of perspective or experience to this board or commission? _____

Please list your previous and present governmental and civic experience. Indicate when, position and duties:

Business Title or Occupation: _____

Company/Organization: _____

Address: _____
Street Address City, State and Zip

Education – List schools attended, date graduated and type of degree or certificate:

List any other special training or experience you have that you feel would benefit your service on this board or commission:

Do you have any interests or associations which might present a conflict of interest? If yes, please explain:

Commission-Specific Questions

What do you feel are your most important qualifications for the board or commission for which you are applying? _____

Please share your statement of philosophy relating to the responsibilities of this board or commission: __

What do you believe to be the main responsibilities of this board or commission?

What do you see as some of the significant issues facing the community in the next few years that might pertain to the commission for which you are applying?

What do you hope to accomplish as a commissioner?

I am aware of the obligations and responsibilities of this commission and am willing and able to fulfill this commitment should I be appointed: (Initial here: _____)

Please attach your resume or any additional information or statements which you feel would be helpful to the City Council in reviewing your qualifications.

AUTHORIZATION AND RELEASE

I understand that in connection with this application for appointment, the information contained herein will be made available to the general public upon request. I further understand that if appointed, I may be required to take the oath of office and may be subject to requirements for filing financial disclosure statements.

Please Sign Here

Date

NOTE: This document is a public record and may be disclosed/released pursuant to the California Public Records Act.

FOR OFFICIAL USE ONLY

Applications will be kept on file for two years. This application will expire on: _____

Date of appointment by the City Council: _____

Alternate or Regular Commission member
(Circle one)

Length of term: _____

Is this re-appointment? _____

Natural Resources Commission (NRC)

Purpose

The Natural Resources Commission is appointed by and acts as an advisory body to the City Council to provide recommendations on natural resource issues facing the City– including water conservation, air pollution, waste management, recycling and hazardous waste.

Roles and Responsibilities

- Advise the City Council on the preservation, management and enhancement of the city's natural resources.
- Review and make recommendations to the City Council relating to maintaining the quality and quantity of the city's water supply and wastewater treatment processes, and promoting water conservation.
- Review and make recommendations to the City Council pertaining to the degradation of air quality in the Yolo-Solano-Sacramento region.
- Review and recommend to the City Council ways to implement the Yolo County Solid Waste Plan and improve city-wide recycling efforts.
- Advise the City Council on ways to promote the use of renewable sources of energy.
- Advise the City Council on environmental matters relating to global warming, and toxic and hazardous substances.
- Report to the City Council recommendations for legislation and other actions that would limit actual or potential threats to the natural resources of the city.
- Other duties as the Council may, from time to time, decide.

Membership

7 regular members and 1 alternate. A quorum shall consist of 4 voting members.

Meetings

Fourth Mondays (monthly) at 6:30 p.m.

Community Chambers Conference Room at City Hall (23 Russell Boulevard)

Term

Regular member: 4-year term.

Alternate member: 2-year term.

Term Limits: 8 successive years (exceptional circumstances may apply).

Conflict Disclosure

Members are required to complete and file Statement of Economic Interests Form 700s with the City Clerk's Office (annually and upon beginning and termination of membership).

References

Resolution No. 07-041 (2007)

Composition and Structure of the Citizens Advisory Committee

- The Citizens Advisory Committee will be comprised of 11 to 15 members drawn from the community and appointed by the PCE Board. Members might be affiliated with a community group, but will not formally represent any group on the Citizens Advisory Committee.
- The Citizens Advisory Committee is subject to the Brown Act. Meetings will be publicly noticed, and will be open to the public in an accessible location.
- Composition and Qualifications for the PCE Citizens Advisory Committee:
 - o Reside or work in San Mateo County.
 - o From geographically diverse areas of the County.
 - o Have a relevant background in or expertise related to one or more of the following fields: electricity, community outreach and engagement, or policy advocacy.
 - § Expertise in the electricity field may include experience with electrical utilities or with energy production, efficiency, demand reduction, technology, financing, policy, or environmental impacts.
 - o Have the capability to build connections to local communities to encourage adoption of ECO100 and other carbon reducing practices.
 - o A personal commitment of time and energy to attending Citizens Advisory Committee and PCE meetings and to helping the organization attain its full potential.
 - o Attend at least one PCE board meeting prior to being approved to serve on the Citizens Advisory Committee.
- Terms:
 - o Inaugural members of the PCE Citizens Advisory Committee will serve one, two, or three year terms, so that one third of the committee members' terms expire each year. Initial term lengths for each member will be chosen randomly after the initial cohort is selected.
 - o Subsequent Citizens Advisory Committee members will serve three-year terms.
 - o Committee members may serve a total of three terms.
 - o Citizens Advisory Committee members serve at the pleasure of the board.
- Meetings:
 - o The Citizens Advisory Committee will meet on a monthly basis. Initial meetings will take place the third Thursday of the month from 6:30 to 8:30 pm, typically one week prior to PCE's monthly Board meeting.
 - o Members are expected to attend 75% of the Citizens Advisory Committee meetings. To ensure the committee regularly reaches a quorum and functions with consistency, missing additional meetings may result in removal from the committee.

- Other:
 - o The Citizens Advisory Committee membership will elect a Chair.
 - o Duties of the Chair include helping to set agendas and facilitate meetings for the Citizens Advisory Committee. The Chair, or the Chair's designee, will also provide a brief report back from the Citizens Advisory Committee to the PCE Board at each PCE Board meeting.
 - o Minutes will be recorded by PCE staff.
 - o The members of the Citizens Advisory Committee will be subject to all applicable conflict of interest laws.

**VALLEY CLEAN ENERGY ALLIANCE
COMMUNITY ADVISORY COMMITTEE**

Memorandum – Agenda Item 9

TO: VCE Community Advisory Committee

FROM: Mitch Sears, Interim General Manager
Alisa Lembke, Board Clerk/Administrative Analyst

SUBJECT: VCEA/CAC Long Range Calendars, Work Plan, Local Resource Development Update and
IRP Action Steps

DATE: October 1, 2018

The purpose of the is memorandum is to transmit the following for discussion by the Committee at the October 1, 2018 meeting:

1. 2018 and 2019 Long Range Calendars
2. Listing of Possible Local Resource Related Action Plan Items

VALLEY CLEAN ENERGY
2018 Meeting Dates and Topics – Board and Community Advisory Committee

MEETING DATE		TOPICS	ACTION
May 10, 2018	Board WOODLAND	<ul style="list-style-type: none"> Recontracting Master Agreement 	<ul style="list-style-type: none"> Approve
June 4, 2018	Advisory Committee DAVIS	<ul style="list-style-type: none"> Integrated Resource Plan 	<ul style="list-style-type: none"> Informational
June 1, 2018 -- LAUNCH			
June 6, 2018	Board DAVIS	<ul style="list-style-type: none"> Integrated Resource Plan 	<ul style="list-style-type: none"> Discussion
July 2, 2018	Advisory Committee WOODLAND	<ul style="list-style-type: none"> Integrated Resource Plan 	<ul style="list-style-type: none"> Recommend
July 12, 2018	Board WOODLAND	<ul style="list-style-type: none"> Integrated Resource Plan NEM Enrollment – Postponement 	<ul style="list-style-type: none"> Approve Approve
July 30, 2018	Advisory Committee DAVIS	<ul style="list-style-type: none"> NEM Policy Amendment Update Long Term Renewables Procurement Policy 	<ul style="list-style-type: none"> Informational Recommend
August 9, 2018	Board DAVIS	<ul style="list-style-type: none"> NEM Policy Amendment Update Long Term Renewables Procurement Policy 	<ul style="list-style-type: none"> Informational Approve
August 29, 2018 (Wednesday)	Advisory Committee WOODLAND	<ul style="list-style-type: none"> NEM Policy Amendment 	<ul style="list-style-type: none"> Recommend
Sept 13, 2018	Board WOODLAND	<ul style="list-style-type: none"> NEM Policy Amendment 	<ul style="list-style-type: none"> Approve
October 1, 2018	Advisory Committee	<ul style="list-style-type: none"> New Member Solicitation Process 	<ul style="list-style-type: none"> Discussion

	DAVIS		
October 11, 2018 October 18, 2018	Board DAVIS	<ul style="list-style-type: none"> Financial Audit 	•
October 29, 2018	Advisory Committee WOODLAND	<ul style="list-style-type: none"> 2019 Procurement Update 	•
November 8, 2018	Board WOODLAND	<ul style="list-style-type: none"> 2019 Procurement Update 	•
December 3, 2018	Advisory Committee DAVIS	<ul style="list-style-type: none"> 	•
December 13, 2018	Board DAVIS	<ul style="list-style-type: none"> 	•

VALLEY CLEAN ENERGY
2019 Meeting Dates and Topics – Board and Community Advisory Committee

MEETING DATE		TOPICS	ACTION
December 31, 2018 HOLIDAY	Advisory Committee WOODLAND	<ul style="list-style-type: none"> • Need to reschedule 	•
January 10, 2019	Board WOODLAND	•	•
February 4, 2019	Advisory Committee DAVIS	•	•
February 14, 2019	Board DAVIS	•	•
March 4, 2019	Advisory Committee WOODLAND	•	•
March 14, 2019	Board WOODLAND	•	•
April 1, 2019	Advisory Committee DAVIS	•	•
April 11, 2019	Board DAVIS	•	•
April 29, 2019	Advisory Committee WOODLAND	•	•
May 9, 2019	Board WOODLAND	•	•
June 3, 2019	Advisory Committee DAVIS	•	•

June 13, 2019	Board DAVIS	•	•
July 1, 2019	Advisory Committee WOODLAND	•	•
July 11, 2019	Board WOODLAND	•	•
July 29, 2019	Advisory Committee DAVIS	•	•
August 8, 2019	Board DAVIS	•	•
September 2, 2019 HOLIDAY	Advisory Committee WOODLAND	• Need to reschedule	•
September 12, 2019	Board WOODLAND	•	•
September 30, 2019	Advisory Committee DAVIS	•	•
October 10, 2019	Board DAVIS	•	•
November 4, 2019	Advisory Committee WOODLAND	•	•
November 14, 2019	Board WOODLAND	•	•
December 2, 2019	Advisory Committee DAVIS	•	•
January 9, 2020	Board DAVIS	•	•

VCEA Integrated Resource Plan

Listing of Possible Local Resource Related Action Plan Activities

Priority	Title	Description
	Five-year Business Plan	<ol style="list-style-type: none"> 1. Five year income statement, cash flow and reserve forecasts, balance sheet. 2. Planned new product offerings and related revenue targets, e.g. EV charging product.
	Green Metrics	<ol style="list-style-type: none"> 1. Review PG&E Green Comms information for member jurisdictions. 2. Summarize strategic implications of key individual jurisdiction trends. 3. First annual report summarizing actual vs. forecasted outcomes
	Local Economic Impacts	<ol style="list-style-type: none"> 1. Review San Jose area CCA economic impact analysis 2. Determine valid methodology for evaluating economic benefits of local clean energy resource deployment in VCEA jurisdictions. 3. Recommend targets for balancing out of service area resources and in-service area resources.
	Solar Plus Storage	<ol style="list-style-type: none"> 1. Identify cost forecasts for on-site, community and utility-scale solar and battery storage. 2. Evaluate and determine best long-term mix of storage coupled and stand-alone storage for on-site, in-service area and outside service area deployment.

VCEA Integrated Resource Plan

Listing of Possible Local Resource Related Action Plan Activities

Priority	Title	Description
	Electrification	<ol style="list-style-type: none"> 1. Evaluate the economic implications of alternative heating end use decarbonization scenarios.
	Electric Vehicles	<ol style="list-style-type: none"> 1. Determine impacts of EV deployment in the VCEA service territory. 2. Evaluate related early related demand response uses. 3. Evaluate future potential load leveling and energy security uses. 4. Evaluate EV charging incentive programs offered by other CCAs, e.g. SCP.
	Community Solar	<ol style="list-style-type: none"> 1. identify inventory of potential sites in the service area, including and esp. brownfield sites. 2. Consider possible pilot program or project for Davis rental and multi-family customers. 3. Evaluate longer term program design options.
	Net Zero	<ol style="list-style-type: none"> 1. Evaluate the impacts of new housing developments under the new state standard for net zero electricity. 2. Determine rate options consistent with equitable cost recovery and expected timing of net supply and net usage.

VCEA Integrated Resource Plan

Listing of Possible Local Resource Related Action Plan Activities

Priority	Title	Description
	Efficiency/Other Customer-facing Programs	<ol style="list-style-type: none"> 1. Review programs offered by PG&E and other CCAs. 2. Identify best fits for VCEA jurisdictions.
	R&D	<ol style="list-style-type: none"> 1. Create initial list of state and Federal programs and pending grant opportunities.
	Local Clean Energy Businesses	<ol style="list-style-type: none"> 1. Create a list of clean energy businesses operating in the service territory for possible use in responding to customer inquiries.
	Integrated Energy Analysis	<ol style="list-style-type: none"> 1. Review (and update?) DavisFREE integrated energy analysis and main report. 2. Determine future analysis needs for other jurisdictions.
	Climate Action	<ol style="list-style-type: none"> 1. Develop an outline for energy sections of VCEA jurisdiction CAAPs 2. Convene meeting to discuss CAAPs with jurisdictions and possibly UC Davis.
	PG&E Coordination	<ol style="list-style-type: none"> 1. Recommend priorities for VCEA and member jurisdiction engagement with PG&E.
	Demand Forecasts	<ol style="list-style-type: none"> 1. Initiate demand forecasting specific to member jurisdictions.
	Environmental Standards	<ol style="list-style-type: none"> 1. Recommend environmental guidelines for projects supplying electricity to VCEA.

VCEA Integrated Resource Plan

Listing of Possible Local Resource Related Action Plan Activities

Priority	Title	Description
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