

VALLEY CLEAN ENERGY ALLIANCE

Staff Report – Item 10

To: Board of Directors

From: Rebecca Boyles, Director of Customer Care & Marketing

Subject: Extension of the consultant agreement with Jim Parks for energy advisory services for one (1) year to expire December 31, 2024

Date: December 14, 2023

RECOMMENDATION

Receive copy of First Amendment Letter between Jim Parks and VCE agreeing to extend the consultant agreement one (1) year expiring December 31, 2024.

BACKGROUND

Since June 2020, VCE has had an agreement with Jim Parks to provide energy advisory services, including customer care and marketing duties, SACOG grant and other program activities, and key account services. The Agreement original expired in December 2022.

In December 2022, the Board approved a new agreement with Mr. Parks that aligns with VCE's fiscal year. This current Agreement continues with Mr. Parks providing energy advisory services focusing on key account services for designated commercial, industrial, and agricultural customer outreach; programmatic work for the SACOG grant and VCE programs; participation in grant activities; and, review and verification of PG&E rate changes to develop rate tables for the VCE website. The current Agreement includes a not to exceed amount of \$30,000, an expiration date of December 31, 2023, and two (2) one-year options to extend.

After consultation with legal counsel and in accordance with the Agreement, both parties agreed to exercise the option to extend the term of the Agreement. There are no changes to the not to exceed amount or to the scope of services or compensation. As of October 2023, approximately \$25,000 remains and is included in the 2024 draft budget. Attached is a copy of the First Amendment to the Agreement Letter extending the Agreement for an effective date of January 1, 2024 expiring December 31, 2024.

Attachment:

1. Amendment One (1) Letter extending Consultant Agreement with Jim Parks for one year



December 5, 2023

Via Email Only

Jim Parks
4478 G Street
Sacramento, CA 95819

**First Amendment to Agreement Between
Valley Clean Energy Alliance and Jim Parks for Energy Advisory Services**

Dear Jim:

The Agreement Between the Valley Clean Energy Alliance and Jim Parks for Energy Advisory Services (“Agreement”) became effect on January 1, 2023 and terminates on December 31, 2023.

Section 1 of the Agreement and **Exhibit B – Schedule of Performance** provide two one-year options to extend the term of the agreement. Exhibit B provides that if the parties wish to exercise the option to extend the term of the Agreement, they must mutually agree to do so in writing.

You and VCE agree to exercise the first option to extend the Agreement for an effective date of January 1, 2024 expiring December 31, 2024, and agree that all other provisions of the Agreement will remain in effect.

If these terms are acceptable, please sign below and return the copy to me.

Thank you for all of your services.

Sincerely,
VALLEY CLEAN ENERGY

By: _____
Mitch Sears, Executive Officer

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ACCEPTANCE

Jim Parks accepts this First Amendment to the agreement.

Dated: 12/7/23

JIM PARKS

By: 

Name: Jim Parks

Its: Owner