

VALLEY CLEAN ENERGY ALLIANCE

Staff Report – Agenda Item 11

TO: VCE Community Advisory Committee

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

SUBJECT: Community Advisory Committee New Member Recruitment/Solicitation and Appointment Process; Appointment of Current CAC Members to Terms of Service

DATE: November 15, 2018

Recommendation: Adopt the attached resolution approving VCE’s solicitation and appointment process to the Community Advisory Committee and appointment of the current CAC Members to terms of service.

Background and Update: On September 13, 2018, the Board approved the terms of service and officer position of members who serve on the Community Advisory Committee. On October 18, 2018, the Board approved a three-year term for Community Advisory Committee members, how to determine the terms of service of current CAC members, and criteria for new member recruitment, solicitation and selection.

Below are updates on the recruitment/solicitation, appointment, and terms of service of current CAC Members:

1. **New Member Recruitment/Solicitation and Appointment:**

On Monday, October 22nd the solicitation for volunteers to fill the two vacancies (Woodland and Yolo County) on the CAC was issued using VCE’s list of approximately 330 e-mails and VCE’s website. As of November 8th, VCE Staff have not received any applications for the two vacant positions, although Staff have received an interest to serve as a City of Davis representative. The CAC at their October 29, 2018 suggested that the solicitation for volunteers be advertised by the City of Woodland and Yolo County. Staff have made this request to Woodland and the County.

At their October 29th meeting, the CAC made a request to Staff to look into the process of appointment of CAC members. Staff inquired with seven (7) CCA’s with Advisory Committees on who appoints their volunteers. CCA’s responded that their CCA Board of Directors appoint volunteers to their Advisory Committee which is consistent with the newly adopted VCE approach.

2. **Terms of Service of Current CAC Members:** The Board is being asked to appoint the current CAC Members to terms of service. The following CAC Members self-selected the terms of service listed below at their October 29th meeting:

CLASS 1 – term expiring June 2019

Yolo Rep. – David Springer
Woodland Rep. – Mark Aulman
Davis Rep.– Yvonne Hunter

CLASS 2 – term expiring June 2020

Yolo Rep.– Marsha Baird
Woodland Rep. – Christine Shewmaker
Davis Rep.– Gerry Braun

CLASS 3 – term expiring June 2021

Yolo Rep.– Vacant
Woodland Rep. - Vacant
Davis Rep.– Lorenzo Kristov

Attachment: Exhibit A - Resolution

VALLEY CLEAN ENERGY ALLIANCE

RESOLUTION NO. 2018 - _____

A RESOLUTION OF THE VALLEY CLEAN ENERGY ALLIANCE APPROVING THE SOLICITATION, SELECTION AND APPOINTMENT TO THE COMMUNITY ADVISORY COMMITTEE AND APPOINT THE CURRENT MEMBERS TO TERMS OF SERVICE

WHEREAS, the Valley Clean Energy Alliance (“VCEA”) is a joint powers agency (JPA) established under the Joint Exercise of Powers Act of the State of California (Government Code Section 6500 et seq.) (“Act”), and pursuant to a Joint Exercise of Powers Agreement Relating to and Creating the Valley Clean Energy Alliance between the County of Yolo (“County”), the City of Davis (“Davis”), and the City of Woodland (“City”) (the “JPA Agreement”), to collectively study, promote, develop, conduct, operate, and manage energy programs; and

WHEREAS, in accordance with Section 3.5.1 Commissions, Boards, and Committees of the JPA Agreement, the VCEA Board of Directors on December 13, 2016 via Resolution #2016-006 formed a Community Advisory Committee (CAC);

WHEREAS, on September 13, 2018, the Board approved the terms of service and officer position of members who serve on the Community Advisory Committee;

WHEREAS, on October 18, 2018, the Board approved a three-year term for Community Advisory Committee members, how to determine the terms of service of current CAC members, and criteria for new member recruitment, solicitation and selection;

WHEREAS, attached is a summary of VCEA’s solicitation and appointment process to the Community Advisory Committee; and,

NOW, THEREFORE, BE IT RESOLVED, that the VCEA Board of Directors appoint the current Community Advisory Committee Members to the terms of service listed below:

CLASS 1 – term expiring June 2019

Yolo Rep. – David Springer
Woodland Rep. – Mark Aulman
Davis Rep.– Yvonne Hunter

CLASS 2 – term expiring June 2020

Yolo Rep.– Marsha Baird
Woodland Rep. – Christine Shewmaker
Davis Rep.– Gerry Braun

CLASS 3 – term expiring June 2021

Yolo Rep.– Vacant

Woodland Rep. - Vacant

Davis Rep.– Lorenzo Kristov

ADOPTED, this ____ day of _____ 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Lucas Frerichs, VCEA Board Chair

Alisa M. Lembke, VCEA Board Secretary

Attachment: Summary solicitation and appointment process to the Community Advisory Committee

Summary of Solicitation and Appointment Process to the Community Advisory Committee

- Officer positions (Chair, Vice Chair and Secretary) would be selected by vote of the Committee once a year.
- Each CAC Member would serve a three-year term, with the option to be reappointed for additional terms.
- For existing CAC Members, created 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.
- Unless a CAC member requests to be included in Class 1, Staff would draw names to determine in which Class current CAC members would be placed.
- Newly solicited members would be appointed into the vacant City of Woodland and Yolo County positions in Class 3. Thereafter, as terms expire and/or are vacated, new Members would fill the open spots.
- A Community Advisory Committee description, specifying the a) purpose, b) roles and responsibilities, c) membership, d) meetings and e) term would be used for solicitation.
- An Application for Appointment to the Community Advisory Committee would be used by volunteers to request appointment.
- Existing vacancies would be noticed through VCE’s e-mail list and advertised on the VCE website using the Community Advisory Committee description and application for appointment. Additional advertisement via word of mouth would be encouraged.
- Applications received would be reviewed by Staff then forwarded to the Board subcommittee for review and recommendation to the full Board. The VCE Board would appoint volunteers to terms of service on the CAC.
- Applications would be kept on file for a minimum of two (2) years.