

VALLEY CLEAN ENERGY ALLIANCE

Staff Report – Item 13

TO: Valley Clean Energy Alliance Board of Directors

FROM: Mitch Sears, Sustainability Manager, City of Davis
Regina Espinoza, Sustainability Manager, Yolo County

SUBJECT: VCEA Advisory Committee Charge

DATE: July 25, 2017

RECOMMENDATION

Direct the Advisory Committee to meet and develop a draft charge based on the adopted VCEA Mission and launch timeline.

BACKGROUND

The VCEA Advisory Committee was formed by the Board at its first meeting in December 2016. At separate Board meetings in January (Yolo County and Davis), April (Yolo County and Davis), and June (Woodland), Committee members from the three participating entities were appointed.

As part of its original action establishing the Advisory Committee, the Board adopted the following general purpose statement to help guide the early work of the Advisory Committee:

Purpose

- Advise on VCEA's general policy and operational objectives, including portfolio mix and rate setting.
- Assist VCEA staff with community outreach to and liaison with member communities.
- Provide a forum for community discussions on energy related issues and a wide variety of strategies to reduce carbon emissions.
- Assist VCEA Staff with monitoring legislative and regulatory activities related to CCE's.

The action also identified the following initial tasks for the Committee:

1. Provide preliminary direction on energy supply portfolio and rate design (e.g. multiple customer options such as 100% renewable). Currently the VCEA program Technical Study pro forma assumes a 50% renewable energy mix and multiple customer options

to start. Other CCE programs have started with higher and lower renewable mixes; all have offered multiple customer options.

2. Assign a subcommittee to participate in the evaluation of responses to VCEA's request for proposals for services related to the implementation of the community choice energy program.
3. Develop an Advisory Committee work plan for consideration by the VCEA Board.

In January 2017, with the appointment of the first Advisory Committee members, the Board directed a subcommittee of the Advisory Committee be formed to assist staff with the evaluation of responses to the VCEA service vendor request for proposals (initial task 2). The RFP subcommittee continues to work with staff on the evaluation of service provider options for the launch and operation of VCEA. To date this has been the sole focus of the Advisory Committee.

With the appointment of Woodland representatives to the Advisory Committee at the last regular meeting of the Board, Regina Espinoza, Yolo County Sustainability Manager, has recently taken on the staff liaison role for the Advisory Committee. Staff will be coordinating with the Committee and anticipates that it will hold its first full meeting in late July/early August. Concurrently, the Committee's RFP subcommittee will continue to work with staff to analyze and make recommendations on program implementation and operational service options.

DISCUSSION

Based on feedback from Board members and Advisory Committee members, staff is recommending that the Board provide the following additional guidance as the Committee prepares to meet for the first time with full membership (Yolo, Davis, Woodland):

- Draft a charge for the Advisory Committee based on the adopted VCEA Mission, Committee purpose statement, and program launch schedule, informed by the technical requirements of the CPUC Implementation Plan that VCEA will be submitting as part of its start-up process.

The intent of the staff recommendation is to suggest a basic framework that may help the Advisory Committee in the development of its work plan and align it with VCEA's Mission and the practical immediate needs in the organization's start-up phase. As part of this process, staff would anticipate that the Advisory Committee would identify both near and longer-term policy considerations that will help inform VCEA Board decisions on program start-up and long-term operations.

Attachments:

- Staff report establishing Advisory Committee – December 2016

VALLEY CLEAN ENERGY ALLIANCE

Staff Report – Item 13

TO: Valley Clean Energy Alliance Board of Directors

FROM: Mitch Sears, Sustainability Manager, City of Davis
Taro Echiburu, Community Services Director, Yolo County

SUBJECT: Establishment of VCEA Advisory Committee

DATE: December 13, 2016

RECOMMENDATION:

1. Adopt the attached resolution approving the formation and scope of the VCEA Advisory Committee (AC) to advise on issues related to the formation and operation of the VCEA program.
2. Authorize staff to confirm interest in serving and finalize recruitment of Advisory Committee members.
3. Invite the City of Woodland to appoint up to three ex officio members to serve on the Advisory Committee.

BACKGROUND & DISCUSSION: An ad-hoc advisory group was formed in late 2016 as part of the planning process leading to the formation of the VCEA Joint Power Authority. The joint City/County planning group that included Supervisors Saylor and Chamberlain and Council members Davis and Frerichs, provided direction to form the advisory group and defined the membership, structure, and scope.

Staff is recommending that the VCEA Board formally approve the formation of an advisory committee based on the purpose, structure, and membership of the ad-hoc advisory group. This would include three members from both the City and County, for a total of six members. Staff have been reaching out to members of the existing ad-hoc advisory group and others to gauge interest in serving. Though potential members have been identified, commitments have not been finalized for all advisory committee slots as of the date of this report. Staff anticipates that it will return at the next VCEA Board meeting with recommendations to fill the advisory committee.

Staff anticipates that the tasks undertaken by a new advisory committee will change as the program matures and transitions from start-up to long-term operations. As such, the Board may choose to revisit the need for the advisory committee and adjust its purpose, scope and make-up as necessary.

Note: Based on the expressed interest by the City of Woodland in possible future participation in VCEA, the planning group offered to include Woodland representatives on the interim advisory committee. Staff is recommending that Woodland again be offered the opportunity to participate in the VCEA Advisory Committee in an ex-officio role. If the City of Woodland ultimately participates in VCEA, staff assumes that their Advisory Committee members would transition to regular members.

Staff recommends the following purpose and structure for the Advisory Committee:

Purpose

The purpose of the VCEA Advisory Committee (AC) is to:

- Advise on VCEA's general policy and operational objectives, including portfolio mix and rate setting.
- Assist VCEA staff with community outreach to and liaison with member communities.
- Provide a forum for community discussions on energy related issues and a wide variety of strategies to reduce carbon emissions.
- Assist VCEA Staff with monitoring legislative and regulatory activities related to CCE's.

Composition and Structure

Three (3) members from each jurisdiction participating in the VCEA program. VCEA recognizes the value and seeks members representing various customer types (e.g. Agricultural, urban, rural, business, etc), with energy and/or other relevant topic experience (e.g. HR, finance, etc).

Initial Scope

Working with assigned VCEA staff:

1. Provide preliminary direction on energy supply portfolio and rate design (e.g. multiple customer options such as 100% renewable). Currently the VCEA program Technical Study pro forma assumes a 50% renewable energy mix and multiple customer options to start. Other CCE programs have started with higher and lower renewable mixes; all have offered multiple customer options.
2. Assign a subcommittee to participate in the evaluation of responses to VCEA's request for proposals for services related to the implementation of the community choice energy program.
3. Develop an Advisory Committee work plan for consideration by the VCEA Board.

Attachments:

1. Resolution

VALLEY CLEAN ENERGY ALLIANCE

RESOLUTION NO. 2016- _____

**A RESOLUTION APPROVING THE FORMATION OF THE
VCEA ADVISORY COMMITTEE**

WHEREAS, the City of Davis and Yolo County have jointly agreed to form Valley Clean Energy Alliance (VCEA), a Community Choice Energy program to serve energy customers in their respective jurisdictions; and

WHEREAS, VCEA would benefit from regular and formal input from local subject matter experts and energy customers representing a variety of its customer classes to advise on policy and operational issues.

NOW, THEREFORE, the VCEA Board of Directors hereby approve the formation of the VCEA Advisory Committee with the following purpose, composition and structure:

Purpose

- Advise on VCEA’s general policy and operational objectives, including portfolio mix and rate setting.
- Assist VCEA staff with community outreach to and liaison with member communities.
- Provide a forum for community discussions on energy related issues and a wide variety of strategies to reduce carbon emissions.
- Assist VCEA Staff with monitoring legislative and regulatory activities related to CCE’s.

Composition and Structure

Three (3) members from each jurisdiction participating in the VCEA program. VCEA recognizes the value and seeks members representing various customer types (e.g. Agricultural, urban, rural, business, etc.), with energy and/or other relevant topic experience (e.g. HR, finance, etc.).

ADOPTED, this _____ day of _____, 2016, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Chairperson

Secretary