

VALLEY CLEAN ENERGY ALLIANCE

Staff Report – Item 15

TO: Board of Directors

FROM: Mitch Sears, Interim General Manager
Edward Burnham, Director of Finance and Operations
Alisa Lembke, VCE Board Clerk/Administrative Analyst

SUBJECT: Discussion on the Community Advisory Committee (Members at large)

DATE: October 14, 2021

RECOMMENDATION

1. Adopt Resolution reaffirming the Board's September 9, 2021 action amending the structure of the Community Advisory Committee, establishing two seats for each member jurisdiction and three At-Large seats for a total of eleven seats; and establishing selection guidance criteria for the At-Large seats.
2. Update the Community Advisory Committee description and application to reflect the structure and selection guidance criteria for the At-Large seats.
3. Appoint existing CAC member Lorenzo Kristov to one of the At-Large seats.

BACKGROUND

In December 2016 the Board formed a Community Advisory Committee (CAC) to advise the Board and Staff on policy matters related to the launch and operation of VCE. The CAC began meeting in Fall 2017. In September 2018, the Board approved modifications to the terms of CAC service and criteria for new member recruitment and selection. As originally structured the CAC consists of 12 members (3 seats for each jurisdiction), with three seats currently vacant (unincorporated Yolo County, cities of Woodland and Winters).

Since formation, one or more seats have remained vacant, making it more difficult to achieve quorums and maintain appropriate workloads/time commitments for Committee members. These factors prompted a recent review of the membership structure of the CAC.

Board Action

Based on discussion and action by the Board on September 9, 2021, the Board adopted a revised CAC structure with 8 members (2 each per jurisdiction), and 3 additional seats for at large members. As part of the new adopted CAC structure, the board has requested staff to present recommended categories of expertise to be defined for at large members in this process as well as recommend and/or recruit for suitable candidates.

ANALYSIS

Staff recommends the following nonbinding recruitment/selection guidance factors be used when considering CAC applicants for At-Large seats. Staff also recommends that the Board consider diversity in subject matter expertise/experience to avoid overrepresentation of a single area of importance (e.g. financial sector).

Recruitment/Selection Guidelines

Ideal candidates for At-Large CAC seats possess subject matter expertise/experience related to the goals contained in the VCE Strategic Plan, including:

- Energy Sector (e.g. procurement)
- Community engagement
- Environmental justice
- Agricultural Sector
- Grid reliability and sustainability
- Decarbonization

Candidates that represent historically underrepresented communities in VCE's service territory and/or are historically underrepresented in the Energy Sector professions are encouraged to apply for the CAC in general and specifically the At-Large CAC seats.

Professional Sectors that tend to intersect with VCE activities include but are not limited to those listed below. Ideal candidates for At-Large CAC seats possess professional experience in one or more of the following sectors:

- Legal (specialties in energy sector/regulatory)
- Financial (banking, accounting, auditing)
- Energy (procurement, regulatory, planning, engineering)
- Agricultural
- Community Engagement/Outreach/Customer Service (community organizing, legislative, public relations, marketing)
- Research (energy sector, decarbonization)

Recommended Selection Process for At-Large CAC Seats

Following adopted recruitment procedures, a subcommittee of Board members considers eligible candidate(s) based on professional and subject matter/experience selection guidelines above. Though no specific weight is given to a particular professional or experience factor, with appointment of At-Large CAC members the Board should seek a practical balance to allow the CAC to assess policy options and provide informed recommendations.

CONCLUSION

Staff is recommending adoption of selection guidelines for recruitment and selection of the newly created three at large member seats on the Community Advisory Committee. In addition, based on these guidelines, staff is recommending appointment of Lorenzo Kristov to one of the At-Large CAC seats and initiation of recruitment for the remaining two At-Large seats.

ATTACHMENT

1. Resolution adopting guidelines for recruitment and selection of CAC At-Large member seats

VALLEY CLEAN ENERGY ALLIANCE

RESOLUTION NO. 2021 - _____

A RESOLUTION OF THE VALLEY CLEAN ENERGY ALLIANCE AMENDING RESOLUTION 2016-006, THE COMPOSITION AND STRUCTURE OF THE COMMUNITY ADVISORY COMMITTEE, UPDATING THE DESCRIPTION AND APPLICATION, AND APPOINT MEMBER(S) TO TERMS OF SERVICE

WHEREAS, in accordance with Section 3.5.1 Commissions, Boards, and Committees of the JPA Agreement, the VCE 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, on November 15, 2018, the Board adopted Resolution 2018-030 approving the solicitation, selection, and appointment process to the Community Advisory Committee and appointed members to terms of service; and,

NOW, THEREFORE, the Board of Directors of the Valley Clean Energy Alliance resolves as follows:

1. Adopt Resolution amending the structure of the Community Advisory Committee, establishing two seats for each member jurisdiction and three At-Large seats for a total of eleven seats; and establishing selection guidance criteria for the At-Large seats.
2. Update the Community Advisory Committee description and application to reflect the structure and selection guidance criteria for the At-Large seats.
3. Appoint existing CAC member Lorenzo Kristov to one of the At-Large seats.

PASSED, APPROVED, AND ADOPTED, at a regular meeting of the Valley Clean Energy Alliance, held on the ___ day of _____ 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dan Carson, VCE Chair

Alisa M. Lembke, VCE Board Secretary

Attachments:

1. Resolution 2016-006 – Formation of CAC
2. Resolution 2018-030 – Solicitation, Selection and Appointment to CAC

RESOLUTION NO. 2016-006

**RESOLUTION OF THE VALLEY CLEAN ENERGY ALLIANCE APPROVING THE
FORMATION OF THE VALLEY CLEAN ENERGY ALLIANCE (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, BE IT RESOLVED that the Board of Directors of the Valley Clean Energy Alliance does hereby approve the formation of the VCEA Advisory Committee with the following purpose, composition and structure:

Purpose

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

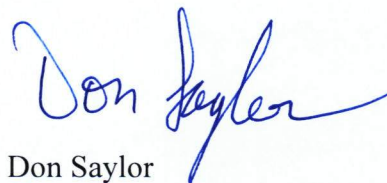
Composition and Structure

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.).

PASSED AND ADOPTED by the Board of Directors of the Valley Clean Energy Alliance on this 13th day of December, 2016, by the following vote:


AYES: Chamberlain, Davis, Frerichs, Saylor

NOES: None



Don Saylor
Chairperson

ATTEST:



Zoe S. Mirabile
Secretary

VALLEY CLEAN ENERGY ALLIANCE

RESOLUTION NO. 2018 - 030

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 15th day of November 2018, by the following vote:

AYES: Frerichs, Stallard, Saylor, Carson, Davies

NOES: None

ABSENT: Barajas, Chamberlain

ABSTAIN: None



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.