

VALLEY CLEAN ENERGY ALLIANCE

Staff Report – Item 16

TO: Valley Clean Energy Alliance Board of Directors

FROM: Lisa Limcaco, Finance and Operations Director, VCEA
Mitch Sears, Interim General Manager, VCEA

SUBJECT: Consultant Donald Dame Contract Extension and Increase Not to Exceed Amount

DATE: June 17, 2019

RECOMMENDATION:

Authorize the Interim General Manager to extend the contract with Donald Dame, Consultant, to June 30, 2020 and increase the contract amount by \$18,000.

BACKGROUND & DISCUSSION:

The contract with Consultant Donald Dame was to terminate on or around VCEA's launch date, which was in June 2018. In September 2018, the contract was extended to expire December 31, 2018 thereafter in January 2019, the contract was extended to expire June 30, 2019.

Donald Dame continues to provide professional consulting services, technical review, electric utility expertise, and program implementation assistance among other related skills.

VCE has expended all monies within Mr. Dame's contract for Fiscal Year 2018-2019. Staff are requesting that the current contract be extended for one year and increased by \$18,000.

CONCLUSION:

Staff continues to use Donald Dame's consultant services within the contract terms and recommends to the Board that 1) the contract term expire on June 30, 2020 and 2) increase the amount of the contract by \$18,000. The increase in the contract amount has been budgeted in VCE's Fiscal Year 2019-2020 operating budget.