

**VALLEY CLEAN ENERGY ALLIANCE  
COMMUNITY ADVISORY COMMITTEE**

**Memorandum – Agenda Item 7**

---

**TO:** VCE Community Advisory Committee

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

**SUBJECT:** Draft Update to CAC Charge

**DATE:** October 1, 2018

---

At the September CAC meeting, the Committee discussed recommending updates to the CAC Charge to reflect the transition from pre-launch to post-launch activities. This memorandum transmits the suggested changes drafted by the CAC Chair for consideration by the Committee. The draft includes the Chair's notes explaining the reasoning for the suggested updates.

Attachments:

1. CAC Charge adopted on September 20, 2017
2. Draft updated CAC Charge with explanations

Valley Clean Energy Alliance Advisory Committee

**Advisory Committee “Charge”**

**Adopted 9-20-2017**

Consistent with the policy adopted by the Valley Clean Energy (VCEA) Board of Directors, the VCEA Advisory Committee adopts the Charge to:

- Advise the VCEA Board of Directors on VCEA’s general policy and operational objectives, including portfolio mix and objectives, as well as technical, market, program and policy areas;
- Collaborate with VCEA staff and consultants with community outreach to and liaison with member communities;
- Provide a public forum to inform, advise and consult through community discussions on energy related issues and a wide variety of strategies to reduce carbon emissions;
- Collaborate with VCEA staff with monitoring legislative and regulatory activities related to Community Choice Energy issues.

In order to achieve the goals and mission of VCEA, the Advisory Committee will develop, periodically review and update a workplan for the short and longer terms. The Committee will assist in the development of a Vision Statement to recommend to the VCEA Board of Directors. The Advisory Committee will also engage, evaluate, and make recommendations on select items to the VCEA Board, Staff and consultants, and engage with VCEA member jurisdictions and others, as directed by the Board or initiated by the Advisory Committee.

The Advisory Committee will periodically review this charge and make recommendations for changes to the Board of Directors in order to reflect new issues, opportunities and challenges impacting the VCEA.

Valley Clean Energy Alliance Advisory Committee

~~Draft Charge – Adopted 9-20-17 9-15-17 Draft – Updated 8-29-2018~~ including proposed adjustments related to going from launch to operations and from Year 1 to Year 2

Consistent with the policy adopted by the Valley Clean Energy (VCEA) Board of Directors, the VCEA Advisory Committee adopts the Charge to:

- Advise the VCEA Board of Directors on VCEA's ~~general policy and operational objectives, including portfolio mix and objectives, as well as technical, market, program and policy areas strategic objectives as well as policies pertaining to operations, including strategies to reduce carbon emissions, accelerate development of local resources, and promote local energy resilience;~~
- Assist in the development of public information materials related to customer energy investments and choices offered by VCEA, PG&E and third parties.
- Collaborate with VCEA staff and consultants ~~with~~ on community outreach to and liaison with member communities;
- ~~Provide a public forum to inform, advise and consult through community discussions on energy related issues and a wide variety of strategies to reduce carbon emissions~~
- Collaborate with VCEA staff ~~with~~ on monitoring legislative and regulatory activities related to Community Choice Energy issues.

In order to achieve the goals and mission of VCEA, the Advisory Committee will develop, periodically review and update a workplan for the short and longer terms. The Committee will ~~assist in the development of a Vision Statement to recommend to the VCEA Board of Directors monitor organizational performance toward fulfillment of the VCEA Board of Director's Vision Statement and may recommend policy changes to further the VCEA vision as required for consistency with Board decisions.~~ The Advisory Committee will also engage, evaluate, and make recommendations on select items to the ~~with~~ VCEA Board, Staff and consultants through its task groups, and evaluate, and make recommendations on select items at the request of the Board or Interim General Manager's request or in consultation with the Interim General Manager, ~~and engage with VCEA member jurisdictions and others, as directed by the Board or initiated by the Advisory Committee.~~

The Advisory Committee will periodically review this charge and make recommendations for changes to the Board of Directors in order to reflect new issues, opportunities and challenges impacting the VCEA.

**Commented [gb1]:** The current wording applies to our current pattern, which is to review staff analysis and recommendations ahead of the board. However, the board has not so far provided direction to staff regarding strategic objectives. The CAC may be able to fill a gap in this regard.

**Commented [gb2]:** This suggestion came from Lorenzo Kristov and addresses a strategic need identified in a recent CAC meeting.

**Formatted:** Strikethrough

**Formatted:** Highlight

**Commented [gb3]:** I do not think the CAC has capacity to meet this charge without help from staff that is not likely to be priority until VCEA is fully staffed. I think NEM was an exception due to the urgent interest within the service area. Organizing other public forums will take the same amount of preparation and organization by staff without comparable board priority and urgency. I'd like to leave things out of our charge that we are unlikely to do.

**Formatted:** Strikethrough

**Formatted:** Highlight

**Commented [gb4]:** Deleted because already complete.

**Formatted:** Highlight

**Formatted:** Strikethrough, Highlight

**Commented [gb5]:** Reference to board decisions was deleted in order to clarify that we would not change the vision to align with decisions made without reference to the vision.

**Commented [gb6]:** Replaces completed charge with one we can work on going forward.

**Formatted:** Highlight

**Commented [gb7]:** Primary change is to recognize the role of task groups and delete the charge to engage with VCEA member jurisdictions, which we have not done and are unlikely to do. Again, I'd like to leave things out there is no basis in Our past activity for assuming we might do..