

VALLEY CLEAN ENERGY ALLIANCE

Staff Report – Item 9

TO: Community Advisory Committee (CAC)

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

SUBJECT: Discussion on possible restructuring of the Community Advisory Committee

DATE: August 26, 2021

RECOMMENDATION

1. Consider Community Advisory Committee restructuring options, including maintaining existing structure.
2. Provide a recommendation to the Board for their review.

SUMMARY

Since 2017, the CAC has been helping the Board and Staff assess and provide recommendations on critical policy issues, provide feedback and insight on customer engagement, and informed advice on energy issues. Historically, it has been difficult for VCE to fully fill CAC vacancies. Staff are seeking CAC input on the possible restructuring the Community Advisory Committee. For discussion purposes, multiple options are presented. The CAC Ad Hoc Committee (Chair Christine Shewmaker and Vice Chair Cynthia Rodriguez) have reviewed and participated in discussing this staff report subject. Staff is seeking input and a recommendation from the CAC to the Board for their review and discussion at the September 9, 2021, Board meeting.

BACKGROUND

The VCE Board of Directors on December 13, 2016, via Resolution #2016-006 formed a Community Advisory Committee (CAC); on September 13, 2018, the Board approved the terms of service and officer position of members who serve on the Community Advisory Committee; and on October 18, 2018, the Board approved a three-year term for Community Advisory Committee seats, how to determine the terms of service of current CAC members, and criteria for new recruitment and selection.

On November 15, 2018, the Board adopted Resolution 2018-030, which summarized VCE's recruitment and appointment process to the CAC and appointed seats. This process included an initial staff review for completeness, a review by the Board subcommittee, and a recommendation to the full Board.

In December 2019, the Board approved the City of Winters as a member of VCE. A condition of membership was to help identify community representatives to serve on VCE's Community Advisory Committee. In June 2020, the Board appointed David Springer, Jennifer Rindahl, and Peter Meyer to fill the City of Winters seats with staggered terms. In July 2020, Cynthia Rodriguez was appointed to fill a vacant Yolo County seat.

Per the Board's request, for the Class 3 terms expiring in June 2021, solicitation of applicants from all VCE jurisdictions was advertised via social media, MailChimp, and VCE's website. The Class 3 original recruitment was extended to Thursday, July 1, 2021. As the result of this solicitation, we received two (2) applications from Davis residents. Again, the due date was extended, to Friday, August 20, 2021 by 4 p.m. to seek additional candidates. As the result of the extension, we received an application from a Winters resident and as of Thursday, August 19th, no other applications have been received.

Staff and CAC should consider the optimal size based on current and future member jurisdictions. The optimal size of the CAC ranges from eight (8) to twelve (12) seats. The CAC and Board optimal size may change, for example, if additional jurisdictions join the JPA. The JPA structure will reduce Board seats from two to one should the JPA have five or more member jurisdictions. The optimal size and equal representation provide effective participation and equitable representation of member jurisdictions at the CAC committee and task group support functions.

Currently, there are nine (9) seats filled out of twelve (12) seats total. The current CAC quorum requirement is seven (7) seats based on 50% of seats +1 of 12 seats (filled or vacant). The options below are based on Davis and Winters reappointment/appointment of a representative from the current pool of reapplicant/applicants to serve out the Class 3 term as regular seats (not as alternates described in option 3).

Please see the below details of the current class appointments and terms for the CAC.

CLASS 3 – (Expired) June 2021

Yolo Rep.– Vacant
Woodland Rep. - Christine Casey
Davis Rep.– Lorenzo Kristov
Winters Rep. - Peter Meyer

Class 3 Updates: Lorenzo Kristov (Davis) has submitted his interest to be reappointed. Christine Casey (Woodland) and Peter Meyer (Winters) did not seek reappointment. Mr. Kristov has agreed to remain an active CAC participant as the Board considers reappointment/appointments to the CAC.

Class 1 and 2 are as follows:

CLASS 1 – Expiring June 2022

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

CLASS 2 – Expiring June 2023

Yolo Rep.– Marsha Baird

Woodland Rep. – Christine Shewmaker

Davis Rep.– Gerry Braun

Winters Rep. – Jennifer Rindahl

ANALYSIS

Since formed in 2018, the CAC has provided over 1,800 hours of volunteer service to VCE, helping assess and provide recommendations on critical policy issues, provide feedback and insight on customer engagement, and informed advice on energy issues. However, it has been difficult for VCE to fill CAC vacancies. Therefore, Staff outlines several options for consideration that attempt to address this issue while retaining the value the CAC provides to VCE’s decision-making process. Three possible options are:

Option 1 - No Change:

Option 1 continues a twelve-seat committee structure with three seats from each current jurisdiction. This option includes no changes or modifications. The recommendation below includes continued recruitment for two vacancies (unincorporated Yolo County - Class 3 and Woodland - Class 3).

- Reappoint / Appoint from the current applicant pool for Davis and Winters Class 3 seats.
- Continue to actively advertise and solicit applicants for the two vacant seats (Woodland and Yolo)

As described above, the current structure has proven to provide support and meaningful contributions to the organization successfully.

Option 2 – Addition of Member-at-large appointment:

Option 2 is a twelve-seat committee structure with three seats from each jurisdiction. This option includes modifications to allow the temporary appointment of Member-at-large for vacancies greater than 90 days. The recommendation below includes one reappointment, one appointment, and continued recruitment for two vacancies (Yolo County - Class 3 and Woodland - Class 3).

Member-at-large is an applicant(s) from jurisdictions that have filled all available seats for their respective jurisdiction. Member-at-large would be appointed for a one-year term and limited to one per jurisdiction.

For example, the current CAC committee has two vacancies. The two vacant seats are Woodland and unincorporated Yolo County. The two vacancies could be filled by one Davis and one Winters Member-at-large. Member-at-large would participate in task group and committee meetings as a voting committee seat until the one-year term or the Class Term has expired.

- Continue recruitment for the two (2) vacant positions (Yolo and Woodland),

- Allow appointment for member-at-large to CAC vacancies for a one (1) year term for vacancies greater than 90 days.
- Member-at-large terms limited to one per jurisdiction. i.e., A maximum of four seats for each jurisdiction of the twelve-seat committee to prevent majority jurisdiction representation.

Option 3 - Modified Structure:

Option 3 is an eight-seat committee structure with two seats from each jurisdiction and the creation of one alternate from each jurisdiction. This modified structure would reduce CAC seats from twelve to eight committee seats and add four (4) alternates. This modified structure is aligned with the current form of VCE Board seats. Alternates would be allowed to act in the absence of a committee seat of their jurisdiction with voting rights at CAC meetings. Additionally, alternates may participate in all task group activities and CAC meetings without voting rights.

- Terms for the eight seats would continue to be staggered
- Continue recruitment for the two (2) vacant seats (Yolo and Woodland),
- Before the adoption and implementation of Option 3, Option 1 in the interim period

Transition to this option would be optimal for future years, provided there are continued vacancies. Current structure and recruitment would continue, and strategy for implementation developed with Staff and CAC Ad Hoc Committee for future consideration.

CONCLUSION

Staff is seeking feedback/recommendation on Community Advisory Committee restructuring options, including the option to maintain the existing structure.