

**VALLEY CLEAN ENERGY ALLIANCE  
COMMUNITY ADVISORY COMMITTEE**

**Staff Report – Item 9**

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**TO:** Community Advisory Committee

**FROM:** Alisa Lembke, Board Clerk/Administrative Analyst

**SUBJECT:** Review of CAC Charge

**DATE:** December 17, 2020

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**Recommendation**

Approve the draft updated Community Advisory Committee (CAC) Charge and make recommendation to the Board to approve.

**Background**

In November 2018, the Board adopted an updated CAC Charge to reflect the transition from pre-launch to post-launch activities. In November 2020, the Board adopted VCE's 3-year Strategic Plan and an Environmental Justice statement. At the CAC's November 19, 2020 meeting, the Committee discussed the need to update the CAC's Charge to include goals and objectives outlined in the 3-year Strategic Plan and reflect the adopted Environmental Justice statement. The attached updated draft Charge is the result of input received at the November meeting and the redraft of CAC Members Hunter, Baird and Braun. This memorandum transmits the final draft updates of the CAC Charge for consideration by the Committee.

Attached is the current November 2018 Charge redlined to show the proposed updates and a clean copy of the redrafted and updated Charge.

**Attachments:**

1. Draft updated Charge – redlined
2. Draft Updated Charge without redlines

**Valley Clean Energy Alliance**  
**Community Advisory Committee**  
**Updated Charge [\(date\)](#)**

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Consistent with the policy adopted by the Valley Clean Energy Alliance (VCEA) Board of Directors, the VCEA Community Advisory Committee (CAC) adopts ~~the this~~ Charge to [guide its activities](#).

- Advise the VCEA Board of Directors [and VCEA staff](#) on VCEA’s general policy and operational objectives, including, [but not limited to](#):
  - ~~portfolio mix and objectives,~~
  - ~~technical, market, program and policy areas, policy related financial considerations and rate options, and~~
  - strategic objectives and [strategies-plans designed](#) to reduce carbon emissions, accelerate development of local resources and [promote increase](#) energy resilience [in member jurisdictions](#).

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- [Review implementation and provide input on action options related to VCE’s Strategic Plan and Environmental Justice statement adopted in 2020.](#)

- ~~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~~ [Assist and advise](#) VCEA staff and consultants on:
  - ~~community outreach,~~ [marketing and programs for its to and liaison with member communities](#)
  - [monitoring legislative and regulatory activities related to Community Choice Energy issues, and](#)
  - [the development of public information materials related to customer energy investments and choices.](#)

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- ~~Collaborate with VCEA staff on monitoring legislative and regulatory activities related to Community Choice Energy issues.~~

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~~In order to~~ [To](#) achieve the goals and mission of VCEA, the CAC will: ~~develop, periodically review and update a workplan for the short and longer terms. The Committee will~~

- [monitor organizational performance toward fulfillment of the VCEA Board of Director’s Vision Statement and may recommend policy changes to further the VCEA vision.](#) ~~The CAC will also engage with VCEA, Staff~~

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- ~~advise and assist the Board, staff~~ and consultants through its task groups ~~or other means consistent with California's open meeting laws, and~~
- ~~evaluate, advise and assist VCEA by~~ ~~and make-making~~ recommendations on select items at the request of the Board or ~~the~~ Interim General Manager's ~~request~~ or in consultation with the Interim General Manager. ~~-, and~~
- ~~The Community Advisory Committee will~~
- periodically review this charge and make recommendations for changes to the Board of Directors ~~in order to reflect~~ ~~as~~ new issues, opportunities and challenges impacting the VCEA ~~arise~~.

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~~Adopted: November 15, 2018~~ Revised and adopted: xxxx[insert date]

**Valley Clean Energy Alliance**  
**Community Advisory Committee**  
**Updated Charge (date)**

Consistent with the policy adopted by the Valley Clean Energy Alliance (VCEA) Board of Directors, the VCEA Community Advisory Committee (CAC) adopts this Charge to guide its activities.

- Advise the VCEA Board of Directors and VCEA staff on VCEA’s general policy and operational objectives, including, but not limited to:
  - portfolio mix and objectives,
  - policy related financial considerations and rate options, and
  - strategic objectives and plans designed to reduce carbon emissions, accelerate development of local resources and increase energy resilience in member jurisdictions.
  
- Review implementation and provide input on action options related to VCE’s Strategic Plan and Environmental Justice statement adopted in 2020.
  
- Assist and advise VCEA staff and consultants on:
  - community outreach, marketing and programs for its member communities,
  - monitoring legislative and regulatory activities related to Community Choice Energy issues, and
  - the development of public information materials related to customer energy investments and choices.

To achieve the goals and mission of VCEA, the CAC will:

- monitor organizational performance toward fulfillment of the VCEA Board of Director’s Vision Statement and may recommend policy changes to further the VCEA vision,
- advise and assist the Board, staff and consultants through its task groups or other means consistent with California’s open meeting laws,
- evaluate, advise and assist VCEA by making recommendations on select items at the request of the Board or the Interim General Manager or in consultation with the Interim General Manager, and
- periodically review this charge and make recommendations for changes to the Board of Directors as new issues, opportunities and challenges impacting the VCEA arise.

Revised and adopted: xxxx[insert date]