



Valley Clean Energy Alliance

A locally controlled energy provider

Board of Directors Meeting

December 13, 2016

5:00 pm



Item 4: VCEA Implementation Team

(as of December 2016)

City of Davis Team:

1. Mike Webb, Assistant City Manager
2. Mitch Sears, Sustainability Manager
3. Harriet Steiner, City Attorney

Yolo County Team:

1. Taro Echiburu, Community Services Director
2. Regina Espinoza, Sustainability Manager
3. Eric May, Senior Deputy County Counsel

Consulting Team:

1. Shawn Marshall, Executive Director, LEAN Energy US
2. Seth Baruch, Project Manager, LEAN Energy US

Plus additional city/county staff as needed to carry out services outlined in cooperative administrative service agreements.



Item 7: Proposed Name and Mission

At its planning session on August 25, 2016 the CCE subcommittee recommended the following Agency name and mission statement:

Name: **Valley Clean Energy Alliance (VCEA)**
A locally controlled energy provider

Mission: **Deliver cost competitive clean energy, product choice, price stability, energy efficiency and greenhouse gas emission reductions.**

Item 9a: Implementation Timeline

- The current recommendation is to continue on a path to service in October 2017; however, the program could also launch in March or April 2018.
- Commencement of service will be informed by timing of vendor and staff hires, program economics, and operational readiness.
 - October 2017 target assumes market conditions remain favorable, PCIA rates look better than projected for 2018, and major implementation milestones can be met.
- Fall 2017 is a very aggressive start-up schedule; may require two Board meetings per month once the full team is in place
- To manage expectations, public communications should reflect both possibilities.

Item 9a: 2017 Timeline by Quarter

Quarter	Major Milestones
Q1 Jan.-March	<ul style="list-style-type: none">• Vendor team selected: Tech/energy services, community outreach, data management/call center• CAC seated• CEO recruitment completed by March• Interim/implementation budget approved• Marketing and communications plan approved• Power supply targets and other program discussions for Implementation Plan get underway
Q2 April - June	<ul style="list-style-type: none">• Agency logo, collateral, ad campaign, website• Implementation Plan submitted/certified (by June!)• RFP for power and scheduling services issued• Staffing plan approved; additional hires• FY operating budget finalized; credit and banking services negotiated. Credit in place by early July• Begin rate design/rate setting discussion• VCEA office, insurance, et al

Item 9a: 2017 Timeline by Quarter

Quarter	Major Milestones
Q3 July-Sept.	<ul style="list-style-type: none">• Bank partner and credit terms finalized (July)• Energy supply and scheduling contract finalized (July)• Utility service agreement finalized; bond posted• Agency administration and staffing continues• Initial rates set (late June)• Call Center goes live• Customer Notifications Begin (#1 in mid-July and #2 in Sept.)
Q4 Oct. - Dec.	<ul style="list-style-type: none">• Service commences throughout the month of Oct.• Opt-out notifications continue (#3 in Nov and #4 in Dec.)• NEM, FiT and other energy programs go live

Item 9b: Planning Elements & Lead Support Roles

Planning Element	Lead Agency
Project Management, JPA Agency Formation and Board Administration including Board Secretary services	City of Davis
Treasurer/Auditor; Agency Credit and Financing	Yolo County
Marketing, Community Outreach, Customer Enrollment (includes Call Center)	Yolo County
Technical and Energy Services (support)	City of Davis
CEO Recruitment/HR support	Yolo County
General Counsel services	Shared between City/County
Community Advisory Committee	City of Davis

Municipal staff will be augmented by contract vendor support in key areas and will be phased out as the Agency hires staff and gains operational independence. Please refer to cooperative service agreements for full detail.

Item 9c: Multi-Service RFP

RFP for: 1) technical and energy services, 2) marketing, communications and customer enrollment, and 3) data management/call center was issued on December 5, 2016.

EVENT	DATE/LOCATION	
Request Issued	December 5, 2016	
Written Questions Due	by 5:00 p.m. on December 12, 2016	
Bidders Conference (Online conference option enabled for remote participation)	December 16, 2016 @ 10:00 am	at: Davis City Hall Call – in: Participant Code –
Addendum Issued (if necessary)	No later than January 4, 2017	
Response Due	by 5:00 p.m. on January 13, 2017	
Evaluation Period	January 17 – January 25, 2017	
Vendor Interviews	January 31 – February 2, 2017	
Board Consideration Award Date	February/March, 2017 (2017 Board Schedule TBD)	
Contract Start Date	March/April 2017	

Item 9d: CEO Recruitment

- ✓ Recommended to hire a CEO on a short-term basis by March. Once employment benefits are determined, CEO will become first employee of the Agency.
- ✓ County HR Dept. is managing CEO recruitment, initial staffing and HR policy development for the Agency.

Status:

Job Description	Complete
Job Posting	December 16, 2016
Post Closes	January 20, 2017
Interviews/Contract Negotiations	February 2017
Board Recommendation/Approval	March 2017

Item 9e: JPA Administration

- ✓ VCEA Filed with Secretary of State
- ✓ Federal Tax ID underway
- ✓ Insurance Discussions with YCPARMIA

Item 10: Cooperative Agreement w/City

Primary City Support Services (Interim):

- ✓ Overall Project Management
- ✓ JPA Development and Board Administration
- ✓ Advisory Committee Management
- ✓ Advise on Technical and Energy-related Services
- ✓ General Counsel/legal services (shared w/County)

Item 11: Cooperative Agreement w/County

Primary County Support Services (Interim):

- ✓ Fiscal management and Agency financing
- ✓ Community outreach and customer enrollment
- ✓ CEO recruitment and Human Resources support
- ✓ General Counsel/legal services (shared w/City)

Item 12: Treasurer/Auditor Function

Section 3.9.3 of the JPA Agreement:

- ✓ Combined offices of the Treasurer/Auditor pursuant to Govt code section 6505.6
- ✓ Agency depository, financial custody, payments
- ✓ Annual independent audit by certified public accountant
- ✓ Reports to Board; serves at pleasure of the Board
- ✓ Responsibilities may transfer to any person or entity as specified by the Board
- ✓ Treasurer/Auditor oversees financial provisions outlined in Article 5 of the JPA Agreement

Item 13: Community Advisory Committee

Purpose:

- Advise on VCEA's general policy and operational objectives
- Assist VCEA staff with community outreach to and liaison with member communities.
- Provide a forum for community discussions on energy and related carbon reduction strategies
- Assist with monitoring legislative and regulatory activities related to CCE's.

Structure:

- Three (3) members from each jurisdiction participating in the VCEA program

Initial Work Plan:

- Provide preliminary direction on energy supply portfolio and rate design
- Participate in the evaluation of RFP responses
- Develop a Committee work plan