



Valley Clean Energy Alliance

A locally controlled energy provider

Board of Directors Meeting

July 25, 2017

5:30 pm



Item 6: Summer Meeting Schedule

Approval to cancel regular Board meeting on August 8 and add a Board meeting on Thursday, August 31

All other dates remain the same with next meeting on Tuesday, September 12th.



Item 7: Approval of Interim General Manager

1. Approve Interim GM Scope of Responsibilities

Key Responsibilities

- Design program consistent with the adopted VCEA Mission and purposes outlined in the VCEA Joint Exercise of Powers Agreement
- General oversight of the VCEA program
- Form and manage VCEA implementation team leading to program launch
- Finalize service vendor recommendations for VCEA Board action
- Oversee development of draft CPUC Implementation Plan
- Oversee VCEA implementation team staff liaison to the Advisory Committee

2. Approve City of Davis designee, Mitch Sears, to serve as Interim General Manager under existing VCEA/City of Davis Cooperative Services Agreement.



Item 8: Administrative and Organizational Update

- a) Banking and Credit Services
- b) Community Outreach/Website Update
- c) Budget Update
- d) CEO Search Update



Item 9: Approve Agreement with City of Woodland

Recommendation:

Adopt a resolution approving a Cooperation and Administrative Services Agreement between VCEA and the City of Woodland

Substantially similar to Agreements with City of Davis and Yolo County:

- a) Reimbursement of staffing costs, inclusive of salaries and benefits, for general administrative and public outreach support
- b) City of Woodland has advanced \$500,000 to assist with VCEA implementation expenses



Item 10: Direction Re: Potential VCEA Service Options

Recommendations:

- 1) Direct staff to research and evaluate potential VCEA implementation and operational service options not offered in the responses to the VCEA request for proposals.
- 2) Add Woodland Advisory Committee representative to the existing Advisory Committee RFP Subcommittee to assist staff in the comparative analysis of service options.
- 3) Authorize Interim General Manager, in consultation with VCEA Legal Counsel, to finalize and enter into a short term contract in an amount not to exceed \$15,000 with Don Dame, public utility expert, to support the development of a comparative analysis of service options.
- 4) Appoint up to three Board members to ad hoc subcommittee to evaluate service options for the August meeting.
- 5) Direct staff to return to the Board in August for discussion and direction regarding implementation and management service options.



Item 11: Approve Marketing and Outreach Vendor

Background:

- Dec 2016 – RFP Released
- VCEA RFP Sub Committee and Staff review proposals/interviews in May
- Marketing and Outreach – 4 firms; different structures
- Consensus recommendation on Marketing and Outreach Vendor based on overall strength of proposal, interview, project team, experience, and cost effectiveness.
- Strong references



Item 11: Approve Marketing and Outreach Vendor

Recommendations:

1) Approve Circlepoint as the Communications and Outreach service vendor for VCEA program launch and operations.

2) Adopt a resolution authorizing VCEA Interim General Manager, in consultation with VCEA Legal Counsel, to negotiate a services contract with Circlepoint for approval and signature by the VCEA Board Chair.

- **Scope:** Project scope consistent with Circlepoint proposal
- **Budget:** Not to exceed proposal budget of \$348k plus up to 15% to accommodate additional customer notifications in City of Woodland
- **Term:** One year with option to extend up to 3 years by mutual agreement



Item 12: Implementation Plan Preview

Recommendation: Receive presentation and provide initial feedback regarding some or all policy items.

The Implementation Plan IS:

- Foundation for VCEA at the beginning of service
- Statutorily required by Public Utilities Code, section 366.2(c)(3)
- A compliance document that provides information regarding “the process and consequences of aggregation”
- Must be adopted at a public hearing
- CPUC has 90 days to certify

The Implementation Plan is NOT:

- A detailed business plan for VCEA
- A detailed inventory of all programs or future projects developed by VCEA



Item 12: Implementation Plan Preview

Plan must address following elements:

1. The organizational structure of the CCA program, its operations and funding sources
2. Rate-setting process and other costs to participants
3. Provisions for disclosure and due process in setting rates and allocating costs among participants
4. The methods for entering and terminating agreements with other entities
5. The rights and responsibilities of program participants, including, but not limited to, consumer protection procedures, credit issues, and shut-off procedures
6. Termination of the program; and,
7. A description of the third parties that will be supplying electricity under the program



Item 12: Implementation Plan Preview

Key Policy Decisions:

- 1. Initial JPA Membership**
- 2. Energy Supply** – Description of procurement process and intended level of renewable and carbon free energy in the VCEA supply mix
- 3. Customer Phasing Schedule** – Single or multiple phases
- 4. General Description of Service Offerings** - range of service and program offerings that VCEA plans to consider and implement in its first few years (e.g. NEM, Energy Efficiency, Demand Response, etc.)
- 5. General Description of Rate/Pricing Strategy** – Initial rate structure
- 6. Description of VCEA Organizational Structure** – Description of Board, Advisory Committee, key staff, outsourced function (e.g. Outreach)
- 7. Financial Information** – Projected start-up costs/funding, working capital/line of credit for operational costs and initial power purchases, 5-year financial model



Item 13: Discussion Re: Advisory Committee Charge

Recommendation:

Direct the Advisory Committee to meet and develop a draft charge based on the adopted VCEA mission and launch timeline.

Purpose – December 2016:

1. Advise on VCEA's general policy and operational objectives, including portfolio mix and objectives
2. Assist VCEA staff with community outreach to and liaison with member communities
3. Provide a forum for community discussions on energy related issues and a wide variety of strategies to reduce carbon emissions
4. Assist VCEA staff with monitoring legislative and regulatory activities related to CCEs

Additional Guidance

Draft charge based on Mission, timeline, and CPUC Implementation Plan policy questions



Item 14: Long Range Calendar

Regular Meeting/Location	Topics	Actions
Jan 17, 2017 - County Offices	<ul style="list-style-type: none"> Appoint Advisory Committee Review Critical Path Timeline Review Draft Advisory Committee Conflict of Interest Policy Adoption of start-up budget Authorize Baking Services RFP release Adoption of Regular Meeting Schedule 	<ul style="list-style-type: none"> Approve Review Review Approve Approve Approve
Feb 14, 2017 - Davis City Hall	<ul style="list-style-type: none"> Revised launch date Advisory Committee Conflict of Interest Policy 	<ul style="list-style-type: none"> Approve Approve
Mar 14, 2017 - County Offices	NO MEETING	
April 11, 2017 - Davis City Hall	<ul style="list-style-type: none"> LEAN contract Transfer Energy 101 Study Session CAC Appointments 	<ul style="list-style-type: none"> Approve Informational Approve
May 9, 2017 - County Offices	<ul style="list-style-type: none"> City of Woodland Membership Request 	<ul style="list-style-type: none"> Review
June 13, 2017 - Davis City Hall	<ul style="list-style-type: none"> City of Woodland Membership Request - Approval CAC Appointments - Woodland 	<ul style="list-style-type: none"> Approve Approve
July 25, 2017 - County Offices	<ul style="list-style-type: none"> Interim GM Coop Agreement – City of Woodland Service provider options direction Selection of Outreach/Marketing Service Vendor Implementation Plan - Key Elements 	<ul style="list-style-type: none"> Approve Approve Approve Review Review
Aug 8 31, 2017 - Davis City Hall	<ul style="list-style-type: none"> Consideration of service provider options 	<ul style="list-style-type: none"> Approve
Sept 12, 2017 - County Offices	<ul style="list-style-type: none"> DRAFT Implementation Plan Discussion re: VCEA Bylaws or Policies Outreach Plan and Web site preview 	<ul style="list-style-type: none"> Review Review Approve
Oct 10, 2017 - Davis City Hall	<ul style="list-style-type: none"> Approve Submission of Implementation Plan to CPUC Outreach Plan and Web site preview Authorize Energy services RFP 	<ul style="list-style-type: none"> Approve Approve
Nov 14, 2017 - County Offices		
Dec 12, 2017 - Davis City Hall		
2018 Placeholder		